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STANDARD AMERICAN PHONOGRAPHY OF THE BENN PITMAN SYSTEM

MUSICK'S METHOD OF INSTRUCTION

ADAPTED TO
PITMAN-HOWARD PHONOGRAPHY

A simple, logical presentation, strictly up-to-date with no innovations, and taught as reporters write it. No change in style of writing in going from amanuensis work to court or other reporting. The method of instruction in each lesson is to teach and illustrate the principles, and at the end of each lesson, give writing exercises which contain all of the word-signs and phrases, and many of the words of the lesson, thus putting what has been learned into actual use in writing at once, to clinch, enforce and fix the forms or outlines in the mind.

BY

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STANDARD GRAHAM PHONOGRAPHY BY THIS METHOD, AND A NUMBER
OF OTHER BOOKS FOR THE SHORTHAND DEPARTMENT
OF BUSINESS SCHOOLS AND OTHER SCHOOLS.

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PREFACE

Learning things by doing them is as practical in shorthand as in other things. All that we know that is of value to us is what we are able to use in actual work or practice.

When we learn the principles taught in a lesson by reading and thinking, we have the theory; but the principles of a lesson are only half learned until this theory is put into practice by using what has been learned, in writing matter that contains the principles, word-signs and phrases just learned, in theory.

This idea is worked out in the lessons of this book. The Reading and Writing Exercises at the end of each lesson involve the principles learned, and contain all of the word-signs, phrases and a great many of the words used to illustrate the principles. The purpose is to clinch, enforce and fix in the mind the forms or outlines learned by putting them into actual practical use at once, without waiting for the theory and word-forms to grow cold.

No system is easier to learn, and none can be learned properly quicker than this system as here presented. It is a natural method, and one in which the drudgery or tedious work is lost sight of in the feeling of progress that comes with the satisfaction and enthusiasm caused by being able at once to use what has been learned, by actually writing matter that involves the words of the lesson, and much of what was learned in preceding lessons.

THE AUTHOR.

TO THE TEACHER.—On account of the lists of words and the lists of phrases being selected from the Reading and Writing Exercises at the end of each lesson, and arranged to be practiced, some of the lessons may seem rather long.

Any lesson may be divided into parts one and two in assigning them, the same as has been done in Lessons II and XXIII, if desired on account of the shore recitation period.

Where individual instruction is the method followed, this division would be unnecessary. If necessary, a lesson can be divided very conveniently into three parts, thus: assign the principles for one period, the word-signs, phrases and lists of words for another period, and the Reading and Writing Exercise for another period. Except in a very few cases, this has not been found necessary. Some teachers prefer very short lessons.

It is impossible to make any lesson very short, and at the same time give the necessary practice work to ground the principles, just learned, by using them in actual writing. It is well to call the pupil's attention often to the importance of analyzing each outline of a word or phrase while writing it, in practicing the lists.

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KEY TO THE PRONUNCIATION OF WORDS

Showing the Different Vowel Sounds

ā, long as in aid, day	ō, long, as in old, sold
ă, short, as in at, cat	ǒ, short, as in odd, not
ä (ah), Italian, as in calm	ōō, long, as in ooze, boot, shoe
ā (au, aw), broad, as in all, haul	ōō, short, as in pull, foot, took
ē, long, as in eat, me, fear	ū, long, as in tube, dupe
ě, short, as in met, sell, Ed	ŭ, short, as in up, tub, tug
ī, long, as in ice, aisle, die	
ĭ, short, as in it, kin, tick	

SHORTHAND PHONETIC SPELLING









All words are spelled phonetically and so written in shorthand. Only the sounds heard in pronouncing a word are written. All silent letters are omitted, and, in shorthand spelling and writing, the obscure vowel is omitted, as in roller, which is spelled r ol r, and so written.

Common Spelling	Phonetic Spelling	Common Spelling	Phonetic Spelling
though	th ō	rough	r ŭ f
beau	b ō	signed	s ĩ n d
edge	ě j	sinned	s ĩ n d
etch	ě ch	queen	kw ē n
ledge	l ě j	wheel	hw ē l
page	p ā j	whim	hw ĩ m
peck	p ě k	phrase	fr ā z
psalm	s ā m	dawn	d ʌ n
ridge	r ĩ j	freight	fr ā t
wreath	r ē th	weight	w ā t
easily	ē s ĩ l ĩ	people	p ē pl
dough	d ō	leisure	l ē zhr
came	k ā m	machine	m ă sh ē n
caught	k ʌ t	sieve	s ĩ v
kneel	n ē l	field	f ē l d
roller	r ō l r	vague	v ā g
tease	t ē s	wedge	w ě j
hose	h ō s	weapon	w ě p n
troops	tr ō ō p s	straggler	str ă glr
price	pr ĩ s	group	gr ō ō p
lamb	l ă m	rider	r ĩ dr
plague	pl ā g	solar	s ō lr
please	pl ē s	written	r ĩ tn
pleasure	pl ě shr	famine	f ă m n
through	thr ū	dinner	d ĩ nr







Lesson I

STRAIGHT CONSONANT STROKES






1. Learn this group of the alphabet by writing it many times, orally or mentally, calling the name of each stroke while writing it. They are all written down except kay and gay, which are written from left to right. The t and d strokes must be vertical so as not to conflict with chay and jay.

Letter	p	b	t	d	ch	j	k	g
Stroke								
Name	pe	be	te	de	chay	jay	kay	gay

2. **Joinings.**—The strokes representing the consonants of a word, when joined together, are called the outline of a word. All silent letters are omitted. The strokes for all of the consonant sounds in a word should be joined and written without lifting the pen. The following are only the consonant strokes of the words.

					
peck p-k	keep k-p	check ch-k	touch t-ch	Topeka t-p-k	tub t-b

When two straight strokes in the same direction are joined, the stroke is repeated or written twice its length. If one stroke is heavy and the other light, the heavy stroke should taper toward the light stroke, as in d-t, and k-gay. When two heavy strokes are joined, they are shaded throughout, as in j-j in *judge*.










				
pope p-p	cake k-k	judge j-j	duty d-t	keg k-gay

3. Vowels.—The foregoing outlines require the vowels only, to complete the words. Vowels are represented by dots and dashes, used as vowel signs. The heavy dot and the heavy dash represent the heavy or long vowel sounds. The light dot and the light dash represent the light (short) vowel sounds.










Method of Reading.—When the vowel is placed to the left of a vertical or slanting stroke, or above a horizontal stroke, it is read before the consonant stroke, as in *ape*, *ache*, shown below.

When the vowel sign is placed to the right of a vertical or slanting stroke, or below a horizontal stroke, it is read after the consonant stroke, as in *pay*, *gay*, shown below.

4. Signs for *ā* and *ō*.—The heavy dot placed at the middle of the stroke (not touching) represents the long sound of *a*, as in *ape*, *weight*, *eight*.

								
pay	ape	ache	gay	bay	ate or eight	aid	day	age
p ā	ā p	ā k	g ā	b ā	ā t	ā d	d ā	ā j













The heavy dash placed at the middle of the stroke (not touching), represents the long sound of *o*, as in *oat*, *dough*, *beau*, *go*.

								
oat	dough	beau	oak	go	Joe	obey	O'Day	tow
ō t	d ō	b ō	ō k	g ō	j ō	ō b ā	ō d ā	t ō

Always write the stroke or outline first, and then place the vowel sign. When this heavy vowel sign (dash or dot) comes between two strokes, place the sign after the first stroke. The vowels used in this lesson are called second-place vowels, because they are placed at the middle of the stroke.

Practice the following:










NOTE.—All of the following words are contained in the Reading and Writing Exercise at the end of this lesson.

ate, eight	ā t		day	d ā		Job	j ō b	
aid	ā d		coach	k ō ch		Jake	j ā k	
page	p ā j		Togo	t ō g ō		Dago	d ā g ō	
cake	k ā k		cocon	k ō k ō		oatenke	ō t k ā k	



















Signs for é and ũ. A light dot placed at the middle of a stroke represents the short sound of e, as in *Ed, edge*. A light dash placed at the middle of the stroke represents the short sound of u, as in *up, cup, lug*.

				
up	Ed	edge	etch	echo
ũ p	ě d	ě j	ě ch	ě k ō

5. Vowels Between Strokes. When this heavy second place vowel comes between two strokes, it is placed after the preceding stroke; but the light second place vowel (dot or dash) is placed before the following stroke.

								
opaque	peek	cape	cup	choke	check	tug	bake	bug
ō p ā k	p ě k	k ā p	k ũ p	ch ō k	ch ě k	t ũ g	b ā k	b ũ g

All of the following words are contained in the sentences for the Reading and Writing Exercise at the end of this lesson. Practice writing each word, and it will be easy to write in the sentences.

Buck	b ũ k		Jep	j ě p		Pope	p ō p	
Beck	b ě k		cage	k ā j		obey	ō b ā	
take	t ā k		judge	j ũ j		O'Day	ō d ā	
tug	t ũ g		Cope	k ō p		cape	k ā p	
bake	b ā k		Cato	k ā t ō		cup	k ũ p	
pay-day	p ā d ā		Peck	p ě k		day	d ā	

Simple Vowel Word-signs

The small, common words occur very frequently, and are represented by a simple stroke or sign. The vowel signs are used to represent some of these. They do not spell the words, but are signs to represent them, and are called word-signs. They are distinguished by the position with reference to the line of writing, and the direction in which they are written.

a an-and the to but should too before-owe who
two

NOTE.—The dash signs are all written down except should, which is written up.

Punctuation.—Punctuate as in longhand except the period and dash. The period is a small cross, the dash is like k with a tick through the middle of it, and the hyphen is two parallel horizontal or slanting ticks between two words.

x - = { } ?
period dash hyphen parenthesis interrogation

Reading and Writing Exercise

NOTE.—The following sentences contain all of the word-signs and all of the words used in this lesson. The writing of them is a review of the whole lesson.

1. a an-and the to but should too before-owe who
2. two
3. x - = { } ?
4. period dash hyphen parenthesis interrogation

1. But, the eight who ate the cake and an oateake too, owe the Dago and should go to the tug and pay.

2. The two, Ed Beck and Jep Cope, should take the page to the cape before day, and Joe Cato should take a coach to the Pope.

3. Job O'Day should bake a cake and go to the cape to take the cup cake and the cocoa to Togo.

4. The two, Jake Day and Joe Cato, who owe Jep Cope, should take the check pay-day and pay the judge.

Write the following in shorthand:









1. Ed Beck and Joe Peck should obey Togo and go to the cape to take the ape to the cage before day.

2. But, should Jep Cope owe Job O'Day, and Joe Cato should owe Jeg who should pay Job?

Lesson II—Part One






CURVED CONSONANT STROKES

7. Learn this group of the alphabet by writing it many times, orally or mentally calling the name of each stroke while writing it. Write all of these strokes downward.







Letter	f	v	th	th	s	z	sh	zh
Stroke								
Name:	ef	ve	ith	the	es	ze	ish	zhe

8. **Ish, Shay.**—The stroke for ish is always written down when standing alone, but when joined to other strokes it may be written upward or downward, for convenience in joining. When written down it is called ish, and when written up it is called shay.

Use shay when sh is the first stroke in the word, and is followed by f, v, ith, the; also when sh follows t, d, f, v. Thus:

							
shay-f	shay-v	shay-ith	shay-the	t-shay	d-shay	f-shay	v-shay

In joining sh to other strokes, either at the beginning or end, use ish.




					
ish-p	ish-b	ish-d	ish-k	p-ish	k-ish

Vowel and Consonant Positions

9. Vowels have three positions with reference to the stroke, and the vowel signs (dashes and dots) placed in these positions represent all the different vowel sounds.

When a vowel sign is placed in the first position, it is a first-place vowel; in the second position, it is a second-place vowel,

and in the third-position, it is a third-place vowel. They are placed as follows:







First-position, near the beginning of the stroke	 or first place vowel
Second-position, near the middle of the stroke	 or second-place vowel
Third-position, near the end of the stroke	 or third-place vowel

The vowels *ā*, *ō*, *ē*, *ū*, learned in the preceding lesson, are second-place vowels, because they are placed at the middle of the stroke. They are included in the following illustration. The *t*-stroke is used for illustration only, to show the position of the vowel sign with reference to the stroke. The vowel is read before or after the stroke, according as the sign is placed before or after the stroke.







Heavy Vowels

Dots

Dashes

First-position	 <i>ē</i> , as in <i>be</i> , <i>see</i>	 <i>ā</i> (<i>au</i> , <i>aw</i>), as in <i>all</i> , <i>haul</i> , <i>shawl</i>
Second-position	 <i>ā</i> , as in <i>age</i> , <i>gay</i>	 <i>ō</i> , as in <i>old</i> , <i>cold</i> , <i>blow</i>
Third-position	 <i>ä</i> (<i>ah</i>), as in <i>calm</i>	 <i>ōō</i> , as in <i>tool</i> , <i>ooze</i> , <i>zoo</i> , <i>boot</i>

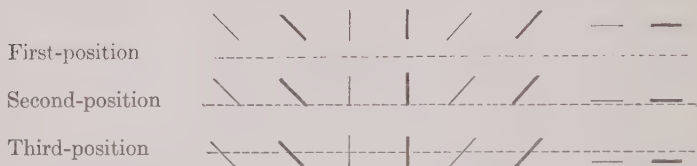
Light Vowels

First-position	 <i>ī</i> , as in <i>it</i> , <i>kin</i>	 <i>ō</i> , as in <i>odd</i> , <i>rob</i> , <i>knob</i>
Second-position	 <i>ē</i> , as in <i>ebb</i> , <i>met</i>	 <i>ū</i> , as in <i>up</i> , <i>tub</i> , <i>buck</i>
Third-position	 <i>ä</i> , as in <i>at</i> , <i>mat</i>	 <i>ōō</i> (<i>u</i>), as in <i>pull</i> , <i>book</i>

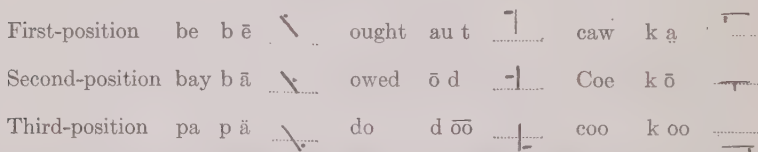
10. Consonant Positions.—The consonants have three positions with reference to the line of writing, corresponding with the positions of the vowels to the stroke. They are *first*, *second*, and *third* positions.

Write vertical or slanting strokes one-half the height of *t*-stroke at the lowest point, above the line, for *first-position*, on the line for *second-position*, and through the line for *third-position*.

Write horizontal strokes the height of t-stroke above the line for first-position, on the line for second-position, and one-half the length of t-stroke under the line for third-position, as follows:

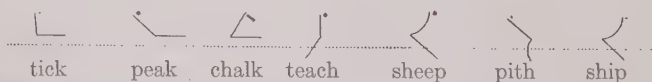


If a word has only one vowel, it is written in the position indicated by the vowel, that is, if a first-place vowel, write the stroke above the line. If a second-place vowel, write the stroke on the line. If a third-place vowel, write the stroke in the third-position, through or under the line, as shown below.



11. Vowels between Strokes.—All first-place vowels and the heavy second-place vowel signs, occurring between strokes, are placed after the preceding stroke. The short second-place vowels and all of the third-place vowels are placed before the following stroke, as follows:

First-place,



Second-place,















Third-place,



NOTE.—The dash signs should be written at right angles to the part of the stroke to which they are placed.

12. Accented Vowels.—The Outline of a word of two or more vowels is placed in the position of the ACCENTED VOWEL. The accented vowel is always in the accented syllable. In short, “write the outline in the position of the *only* or *accented* vowel.”

Place the outline so that the first *descending* stroke shall be in the position indicated by the accented vowel. If all of the strokes are horizontal, place the outline the height of t-stroke above the line for first-position, on the line for second-position, and under the line for third position, half the length of t below the line.

kick	k ĭ k		ship	sh ĭ p		keep	k ē p	
calk	k aw k		shape	sh ā p		cafe	k ă f ā	
cake	k ā k		Schoop	sh ō o p		shady	sh ā d ĭ	
cuckoo	k ō o k ō o		cash	k ă sh		shoddy	sh ō d ĭ	

13. Circle s or z.—As the sounds of s and z occur so much more frequently than most other consonants, a brief sign, a small circle, called circle-s or iss, is used at the beginning of a word for s, and in the middle or at the end of a word for the sound of s or z. The vowels are placed to the consonant stroke to which the circle is joined as if the circle-s were not used. At the beginning, the circle-s is read before everything else, and at the end it is read after everything else. The circle-s is never used when standing alone, except when used as a word-sign.

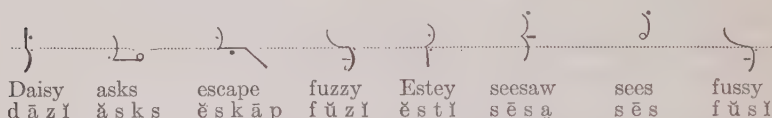
When standing alone or joined to a straight stroke, the circle-s is written with a movement contrary to that of the hands of a clock. When joined to curves, it takes the direction of the curve.

							
iss	soap	pose	sake	gaze	face	saves	suppose
	s ō p	p ō s	s ā k	g ā z	f ā s	s ā v s	s ū p ō s

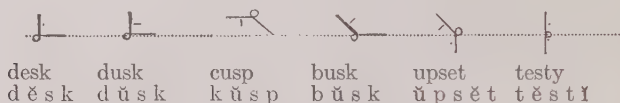
Use the stroke for s or z when s or z is preceded by an initial vowel, or when another s follows, as in *sees*.

Use the stroke for s or z when the sound of s or z is followed by a final vowel, as in *Daisy*, *fussy*. Always use the stroke for

z at the beginning of a word. The use of the stroke and circle for s or z will be treated more fully in Lesson V.



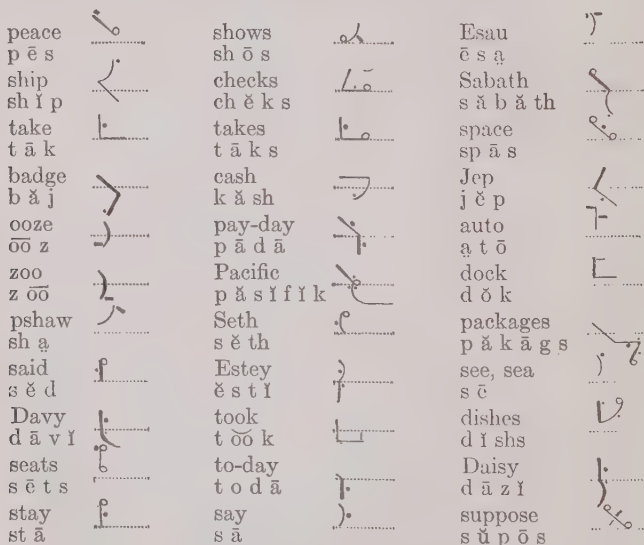
Between two straight strokes in different directions the circle-s (iss) is joined on the outside of the angle. If a vowel comes before iss it is placed before the circle-s to the preceding stroke, whether a heavy or light vowel sign.



Lesson II—Part Two

This lesson involves the principles taught in Part One, and is designed to give practice in applying the principles learned.

All of the following words are contained in the Reading and Writing Exercise at the end of this lesson. Practice them repeatedly, and the Writing Exercise will be easy.



17. Iss.—The circle-s is used as a word-sign for *is*, *his*, *as* or *has*. In phrasing, it may be joined at the end of some words to add *as*, *has*, *is*, *his* or *us*.

of his to us it is take his he has but as should be

The sign for *to* may be used at the beginning of a word, as *to-day*, and at the beginning of a phrase, as *to do*. The second word, if not a word-sign, may be vocalized. The sign for *to* retains its position and the other word must accommodate itself to this sign. The phrase *to be* is b in the third position, through the line, *to* not being expressed.

to do to-day to take to keep to go

18. All of the following phrases are contained in the sentences for the Reading and Writing Exercise at the end of this lesson.

on the
at the
he has
but as
take his
of his
as the, has the
hope the
to be

on the
at the
he has
but as
take his
of his
as the, has the
hope the
to be

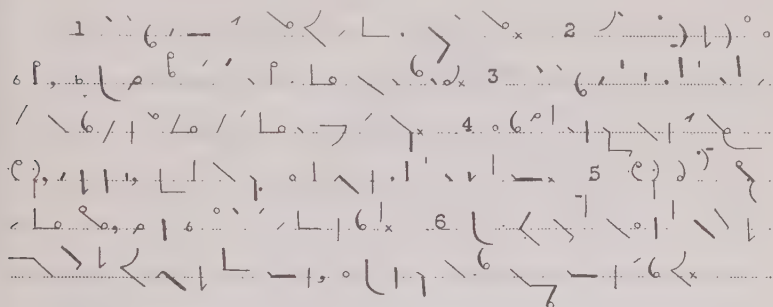
is the
to take the
had the
should be
before the
to go
by the
time the
to do

is the
to take the
had the
should be
before the
to go
by the
time the
to do

19. Sentence Writing.—The meaning of the sentence and the position of the word which indicates the principal or accented vowel, are usually sufficient to determine the word intended without writing the vowel signs, in sentence writing. When a word begins with a vowel, write the vowel sign, but in other cases the vowel signs may be omitted with safety, except in unusual words. In the following Reading and Writing Exercise, most of the vowel signs are omitted, and it will be seen that the shorthand notes can be read easily.

Reading and Writing Exercise

NOTE.—The following sentences contain all of the word-signs in this lesson and preceding lessons, and all of the words given for practice in this lesson.



1. All of those who go on the peace ship should take a badge of peace.
2. Pshaw! The ooze at the zoo is as he has said, but as Davy has the seats, he ought to stay and take his party to these two shows.
3. All of those who already owe a dollar or two dollars should each pay this much out of his checks which he takes to cash on pay-day.
4. As this is the time to advertise to take the party out on the Pacific, Seth Estey, who had the advertisement before, took it up today, as it should be out a day or two before the time to go.
5. Seth Estey says Esau Sabath should take his space, as the advertisement he has is all he should take at this time.
6. Davy and Jep hope the auto party has had time to be up at the cape by the time the ship should be at the dock to go out, as Davy had to do up these packages to go out on this ship.

Write the following in shorthand:

1. The auto party hope to be up at the cape by the time the ship which Seth is to take, is to go to sea.
2. Seth and Daisy suppose Jep who took the packages, has had to buy and take the dishes too.

Lesson III

CONSONANT STROKES

20. Learn the following group by writing it many times. The strokes lay, ray and hay are written up. The others are written down and from left to right. The strokes mp, ng, w and y are shaded at the middle.

Letter:	l	r	r	m	mb mp	n	ng	w	y	h
Stroke:										
Name:	lay	ar	ray	em	emp	en	ing	way	yay	hay

21. **El and Lay.**—The l is usually written up, but it may be written up or down for convenience in joining. When written down, it is called *el*, and when written up, it is called *lay*.

Use *el* when l is preceded by an initial vowel, and is followed by a horizontal stroke, and when followed by circle-s and n(su) with no initial vowel.

alum	elm	alack	Olney	along	lesson	Lessing	alimony
ā l ū m	ē l m	ā l ā k	ō l n ē y	ā l a n g	l ē s s ō n	l ē s s i n g	ā l i m ō n y

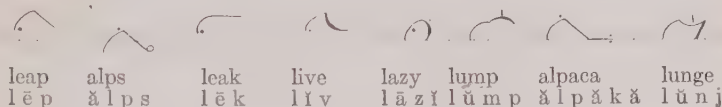
Use *el* when l is the last sound in a word and is preceded by f, v, n or ray, as in *fail*, *veal*. Also when final l is preceded by two consecutive vowels, one of which is accented, as in *Joel*.

fail	veal	nail	kneel	reel	Joel	jewel
f ā l	v ē l	n ā l	n ē l	r ē l	j ō ē l	j ō ō ē l

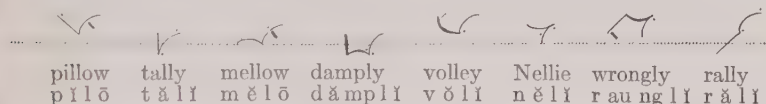
Between strokes, lay is usually used, but before ng and in a very few other cases use *el*.

failing	film	killing	nailing	melody	dealing	pelf
f ā i l i n g	f i l m	k i l l i n g	n ā i l i n g	m ē l ō d y	d ē l i n g	p ē l f

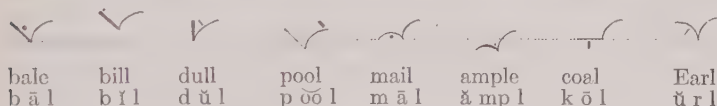
Use lay when l begins a word, and when preceded by an initial vowel unless followed by a horizontal stroke, as shown below.



Use lay when l is the last consonant in a word and is followed by a final vowel, except after n or ng.



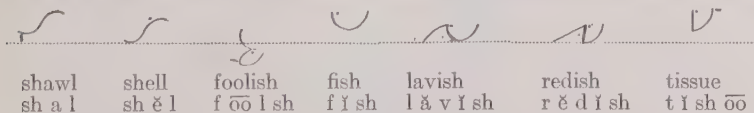
Use lay when l ends a word, unless it is preceded by f, v, n or ray, mentioned above, whether followed by a final vowel or not.



22. Ray and Chay.—Ray is always written up and chay is always written down, hence ray is more slanting. They are easily distinguished by their slant.















23. Ish, Shay.—When sh is written down, it is called ish, and when written up, it is called shay. Use shay before lay when sh is the first stroke in the word. Use shay after el when sh is the last consonant in a word, as in *foolish*. Use shay after t, d, f, v, as learned in previous lesson. In all other cases use ish.










24. First-place vowels are always written near the beginning of the stroke, so the direction of the stroke must be considered.





















Ray is always written up, and l or sh may be written up or down. The vowel signs must be placed accordingly.

paw	p a			sheaf	sh ē f		
raw	r a			ship	sh ĭ p		
itch	ĭ ch			lea	l ē		
rich	r ĭ ch			Olney	ō l n ĭ		





























Position Writing.—Words of three strokes or more, and words of two strokes and a circle-s, are considered long outlines, and are usually legible without the help of position writing. Such outlines, if primitive words such as *polish*, *lavish*, *sample*, *filth*, *policy*, may be written on the line regardless of the accented vowel. But derivative words of long outline, such as *wrongly*, *foolish*, *richly*, are written in the position of the accented vowel. *Film* and *filth*, in the last list below, are written in position, but they may be written on the line. The following words are written on the line regardless of the accented vowel:

						
marino	cargo	alarm	polish	filth	villainy	admiring

Analyze and practice the following:

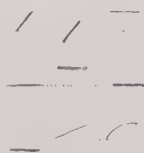
film	f ĭ l m		valley	v ă l ĭ	
folly	f ō l ĭ		filth	f ĭ l th	
fail	f ā l		vellum	v ě l ŭ m	
foolish	f ō ō l ĭ sh		impel	ĭ mp ě l	
shawl	sh a l		sample	s ă mp l	
lash	l ă sh		Chicago	sh ĭ k a g ō	
shallow	sh ă l ō		richly	r ĭ ch l ĭ	
policy	p ō l ĭ s ĭ		mellow	m ě l ō	
lame	l ā m		veil	v ā l	
mail	m ā l		wrongly	r ō ng l ĭ	

All of the following words are contained in the Reading and Writing Exercise at the end of this lesson.

Larry	l ă r ĩ		levy	l ẽ v ĩ	
says	s ẽ s		tax	t ă k s	
boat	b ō t		so	s ō	
shop	sh ۆ p		navy	n ā v ĩ	
today	to-dā		James	j ā m s	
fish	f ĩ sh		Olney	ۆ l n ĩ	
row	r ō		lake	lā k	
sell	s ẽ l		lower	lō ũ r	
rate	r ā t		pay-day	pā dā	
reason	r ẽ s ۆ n		bought	b aw t	
take	t ā k		month	m ũ n th	
save	s ā v		took	t ۆ k	
some	s ũ m		enough	ẽ nŭ f	
money	m ũ n ĩ		books	b ۆ ks	

26. Simple Consonant Word-signs

advantage
large
common, kingdom
come, country
give-n
together
ago
are
will



if, off
for
half
ever
have
however
shall, she
issue
they, them



27. Tick-a-an-and.—A horizontal tick is joined to the following word, written in the direction of *k*, to prefix *a*, *an* or *and*.

l



L



a day

a half

a large

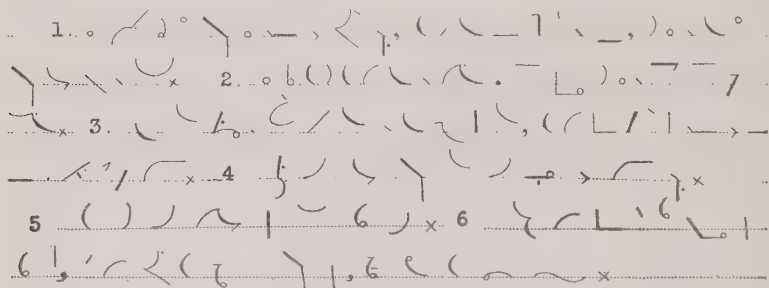
and this

and those

NOTE.—This tick is given in other places to show its use in other phrases.

Reading and Writing Exercise

NOTE.—The following sentences contain all of the word-signs of this lesson, and some which were learned in previous lessons. They also contain many of the words of this lesson used to illustrate the principles, and are a review as well as practice.



1. As Larry says his boat has to-go to-the shop to-day, they should have come a-day or two ago, so as to have his boat for-the party to fish.

2. As it-is, they say they will have to levy a common tax so as to give-the kingdom a large navy.

3. However, if James and Olney are ever to have a-half day off, they will take advantage of it to-come to-the country together and row on-the large lake.

4. Daisy shall have-the boat if she goes to-the lake to-day.

5. They say she will-have-the advertisement in this issue.

6. If-they will take all these books at this time, he will ship them and-those he bought out, and-thus save some money.

Write the following in shorthand:

1. As they advertise to sell at a lower rate on pay-day, they should do so. For this reason he should have bought to-day all it will take for-the month.




2. For this reason they advertise to sell at a lower rate.

3. Those who bought to-day took enough to do them for a month.

Lesson IV

DIPHTHONGS









28. A diphthong is the union of two simple sounds in one syllable. The diphthong sounds are represented by the following signs. They have only first and third positions or places.

First-position,	{	I, (i, ai)		tie, and as in ice, my, aisle
		oi, (oi, oy)		toy, and as in oil, loyal, boy
Third-position,		ow, (ou, ow)		out, and as in bough, cow, town

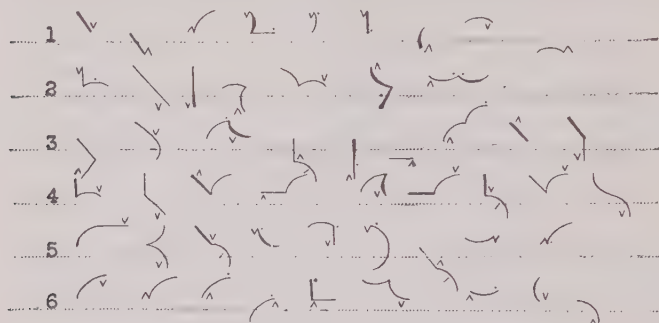
These signs are written vertical regardless of the direction of the stroke to which they are placed. These diphthongs have only two positions, i, oi or oy, are first-place, and the outline is always written in the first-position.

The sound ou or ow is third-place, and the outline of a word containing this sound is written in third-position. When convenient, the sign may be joined to the stroke.

As there is no other sign like i, this sign may be written in whatever vowel place that may be most convenient, although its position is first-place.

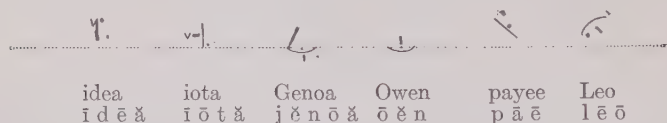
							
buy b i	boy b oi	bough b ou	lie l i	oil oi l	alloy a l oi	mile m i l	allow a l ou

Practice the following.—Spell each word out while writing it, then read the words without referring to the printed words.



1. Buy, bough, oil, Isaac, icy, Ida, thou, my, mow.
2. Item, pipe, tide, mouth, rhyme, voyage, annoying.
3. Pouch, pious, alive, tower, doughty, cow, loyal, boy, bite.
4. Dime, type, boil, coil, lithe, guile, dyer, pile, fire.
5. Like, shire, buyer, ivy, mighty, Irish, power, nigh, oily.
6. Lie, oil, alloy, allow, decoy, knife, annoy, thigh, our.

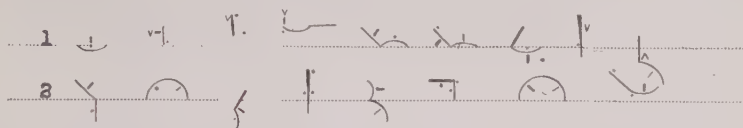
29. Consecutive Vowels.—When two separate consecutive vowels occur at the beginning or end of a word, write them as they occur, placing the sign for the vowel which sounds nearest the consonant stroke, near the stroke and the other farther away.



When two separate consecutive vowels come between two strokes, write the first after the preceding stroke and the second before the following stroke, if it can be done according to the rules for placing the vowels; otherwise, write them as shown in the foregoing rule.

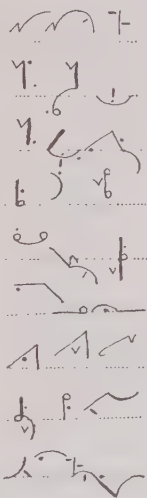


Read and practice the following:

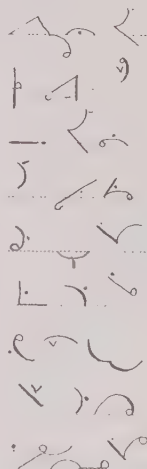


All of the following words are contained in the sentences and letter at the end of this lesson, to be read and written.

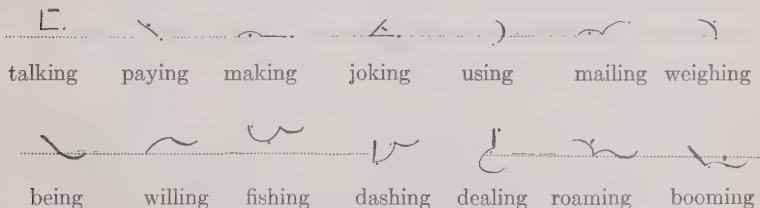
oil
oiler
auto
idea
ideals
Owen
Ida
Genoa
repair
days
see
sights
since
power
decide
keep
case
make
rate
right
high
desire
stay
wrong
show
me
automobile



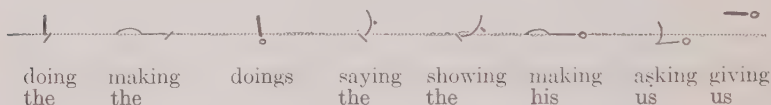
repairs
may
ship
Tuesday
hood
size
going
shop
same
saw
Harry
James
says
no, know
bill
take
way
piece
save
my
having
buy
say
always
reason
makes
bills



30. Ing-Dot.—A dot at the end of an outline represents the syllable ing. The stroke for ing is used after ray and hay, and after f, v, ith, thee, m, mp, n and ng, but the dot may be used for ing after all other strokes. However, the words *being* and *willing* are written with the ing stroke.



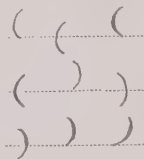
Ing-the.—At the end of any word in which the ing-dot would be used, if followed by the, ing-the is expressed by writing a slanting tick in the place of the dot. The circle-s in the place of the ing-dot is ing-his or ing-us.



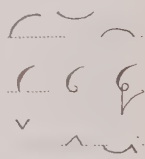
31. Simple Consonant Word-signs

NOTE.—All of the following word-signs are contained in the Reading and Writing Exercise at the end of this lesson. Practice each one repeatedly and the sentences will be easy to write.

think
thank-ed, thousand
them, they
though
us
use (n)
use (v)
was
usual-ly

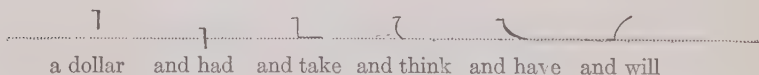


will
in, any
him, an
your
yours
yours truly
I, eye
how
now



NOTE.—Only the last part of the sign for ou or ow is added to the n-stroke to express the ow-sound in the word now.

32. A, an, and.—A short tick, called the and-tick, in the direction of k, may be joined to a following word to prefix *a*, *an* or *and*, as shown in paragraph 27, and as follows:

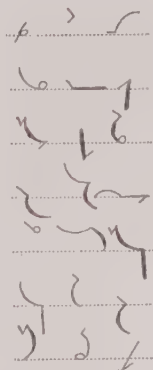


The sign for I may be prefixed to a following word when convenient by joining the first stroke of the sign to the beginning of the word. Thus:

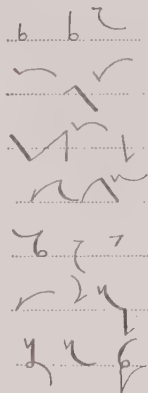


All of the following phrases are contained in the sentences for the Reading and Writing Exercise at the end of this lesson. Practice them.

he has the
of the
and will
for us
to go
should do
I have the
had the
of this
to have
if they
make the
of us
any way
I have had
for it
I think
to them
I was
he says
much the

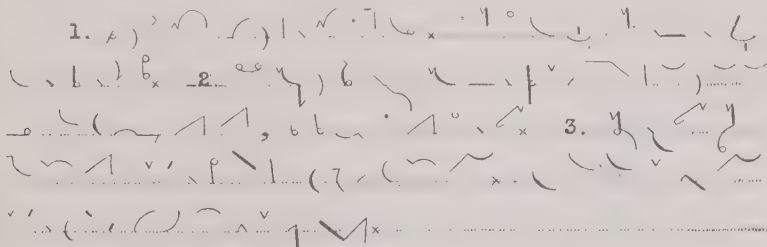


but as
it is
and if
I am
should be
I will
to be right
I may
at the
he will have
will be
I know
in this
a thousand
and he
he will
see the
I have had the
I desire
I have
yours truly



Reading and Writing Exercise

NOTE.—The following sentences and letter contain all of the word-signs and phrases of this lesson, and most of the words. The hyphens in the printed matter show the words to be phrased.

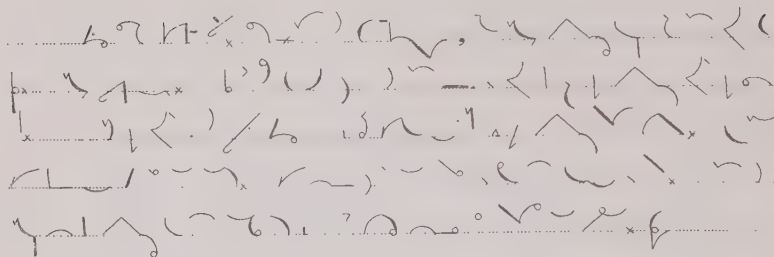


1. He-has-the use of-the oiler, and-will use it to oil the auto for-us. The idea is for Owen and Ida to-go to Genoa for two days to see-the sights.

2. Since I-have-had-the use of-this power, I-have come to decide I should keep it in use in any case, if they make-the rate right, but-as it-is now the rate is too high.

3. I-desire to-have high ideals, and-if I-am right, I ought to stay by it, though a-thousand should think I-am wrong. However, if ever I should-be wrong, I ought to thank all who will show me how I should-do to-be-right.

1



(1)

Mr. James Smith,
Toledo, Ohio.

Sir:

I-will see your automobile, and-if I-have-the repairs for-it, I-think I-may ship them Tuesday. I-have-the hood now. It-is of-the size they usually use, so I-am going to ship it to-them at-the repair shop at-the same time.

I was at-the shop and saw Harry James, but he-says he-will-have no idea how much-the repair bill will-be. However, I-know he-will take no advantage of-us in any-way. He-will make use of any piece to save my having to buy.

I-may say I-have-had him do repairs for me in-this way before, and-he always makes his bills in reason.

Yours truly,

(126 words)

Write the following in shorthand:

1. If it-is your idea to buy a-large tank of oil for-your auto, I-will keep it here so they may take it as usual.

2. However, I-desire to have them take it all, I-think, if-they will-do-so, and-think they will use this much.

3. Harry says he-will make all-the repairs for-them, and I-know he-will make a-nice job of it.

Lesson V

Upward and Downward R

33. **Ar and Ray.**—Use ray when it is the first sound in a word, as in *rake*, except when r is followed by m, mp or mb.

raw rogue reach ready rosy rack rank room rumble
 r̄a r̄ōg r̄ēch r̄ēdī r̄ōzī r̄āk r̄āngk r̄ōōm r̄ūmb l

Use ray when followed by a final vowel, as in *merry*, *tarry*.

merry tarry narrow dairy carry notary
 m̄ē rī t̄ā rī n̄ ā rō d̄ ā rī k̄ ā rī n̄ ō t̄ ā rī

Use ar when a word begins with a vowel followed by r, as in *oar*, *arena*; but if r is followed by some descending stroke other than ar or ish, use ray, as in *urge*.

oar arena urge early ark army Aurora
 ō r ā r ē n ā ū r j ū r l ī ā r k ā r m ī ā r ō r ā

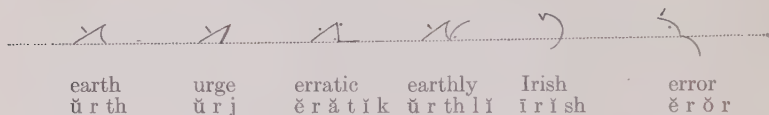
Use ar when r is the last sound in a word, as in *cheer*, *fear*, except when r follows m, mp or ray, as in *mar*, *empire*, *terror*.

cheer fear gear car door mar empire terror
 ch̄ ē r f̄ ē r ḡ ē r k̄ ā r d̄ ō r m̄ ā r ě m p ī r t̄ ē r ō r

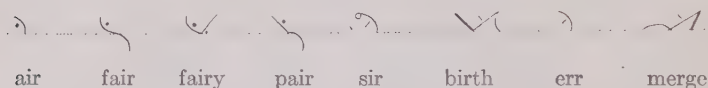
Use ar when it is the first sound in a word, if followed by m, mp, mb or sm, for convenience in joining.

Rome rum rhyme rumble romp Rasmussen
 r̄ ō m r̄ ū m r̄ ī m r̄ ū mb l r̄ ō mp r̄ ā s m̄ ū s̄ ē n

Use ray when a word begins with a vowel followed by r, if r is followed by a descending stroke other than ar or ish, as in *error*, *Irish*.

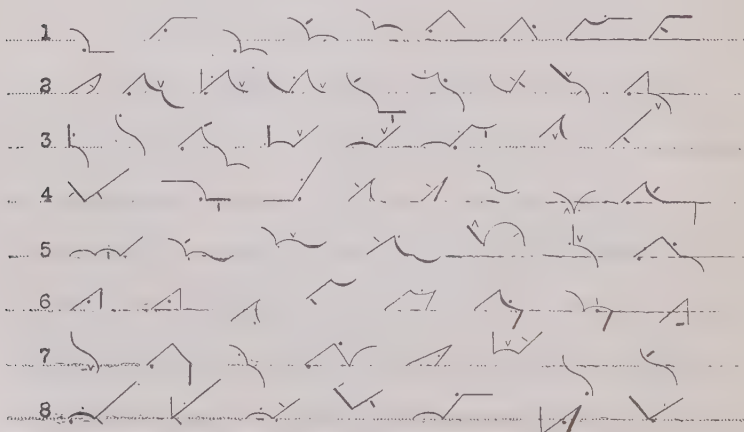


34. Special Vocal Expressions.—In words like *air*, *fair*, use the second-place heavy dot. In words like *sir*, *birth*, use the second-place light dash.



35. Position Writing.—As instructed in paragraph 25, words of three or more strokes are considered long outlines with sufficient context in the outline to be legible without the aid of position or vowel signs, so they may be written on the line regardless of the accented vowel, as in *revive*, *retire*, *admire*, *cargo*, *ravage*, *repeal*, *mark*, etc., in the following list.

Read and practice the following:



All of the following words are contained in the Reading and Writing Exercise at the end of this lesson.

wise
shape
damage

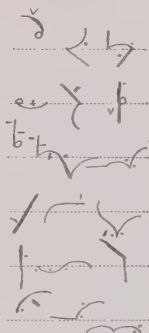
son
both
decide

autos
automobile
calmly

judge
look
fairly

debt
enemy
bought

Leo
Kelly
mamma



business
factory
months

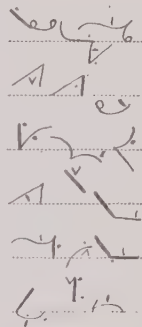
right
ready
soon

delay
room
shape

wrote
buy
book

Monday
allow
buggy

Genoa
idea
home



36. Vowels Omitted.—In sentence writing the initial or final vowel may be omitted usually before and after initial and final *r*, as the rules for the upward and downward *r* usually determine whether a vowel precedes initial *r* or follows final *r*.

When an outline begins with *ar*, we know the word begins with a vowel, unless *ar* is followed by *m* or *mp*, as in *room*, *romp*. So, in sentence writing, it is not necessary to indicate the initial vowel unless *ar* is followed by *m* or *mp*. We know the initial vowel is there and the position of the outline tells what vowel should be used in reading, besides we have the context.

When an outline begins with *ray*, we know the word begins with *r*, unless *r* is followed by a descending stroke other than *ar* or *ish*, so the initial vowel before *ray* should be written, as in *earth*, *urge*, *erratic*.

When an outline ends with *ray*, the word ends with a vowel, unless *ray* is preceded by *m* or *mp*, as in *mar*, *empire*. So, write the final vowel after final *r* when preceded by *m* or *mp*, but in other cases, it is unnecessary. When an outline ends with *ar*, we know the word ends with the sound of *r*.

Therefore, with the aid of these rules, the position of the outline which indicates the only or accented vowel, and the context, we find it unnecessary to indicate initial and final vowels to the *r*-strokes, except in words like *earth*, *urge*, *arrow*, *Aurora*. Of

course, in writing words standing alone, as in the lists of words given in the lessons, it is necessary to indicate the vowels.

Likewise, when an outline begins with *el*, the word usually begins with a vowel, and when an outline ends with *lay*, the word usually ends with a vowel. So it is usually unnecessary to indicate the vowel. There are a few exceptions, as in *Nellie*, *kingly*, *Alps*, *Albany*, *allege*, where the initial or final vowel must be written.

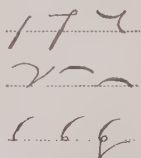
37. Word-signs

NOTE.—All of the following word-signs are contained in the Reading and Writing Exercise at the end of this lesson.

our, hour
usual-ly
him, am
in, any
own
thing, long
young
owing
year

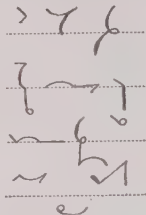


change-ed
exchange-d
length
machinery
important-ee
improve-d-ment
your
yours
yours truly

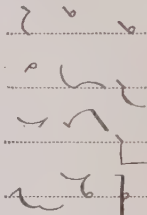


All of the following phrases are contained in the letter for the Reading and Writing Exercise at the end of this lesson.

of the
in your
this year
and think it is
make the
to do
to make
this time
of his
I know the
his own
all right



I think
of us
to his
is the
for him
to have
in the
I will be
to take
should have no
in this
and decide



Reading and Writing Exercise

NOTE.—The following letter and sentences contain all of the word-signs and phrases of this lesson and many of the words, as well as many of the word-signs, words and phrases of preceding lessons.

Mr. Harry James, (2)
Aurora, Ill.

Sir:

I-know-the importance of-the improvement in-your automobile this-year. I usually exchange my auto each year, and-think-it-is a wise thing to-do, though am in no shape to-make any exchange at this-time.

My son has an-automobile of his-own. See-him, and I-think before long both of-us may decide to-exchange our autos. Owing to-his automobile having so much machinery, I-think yours is-the auto for-him to-have. Both

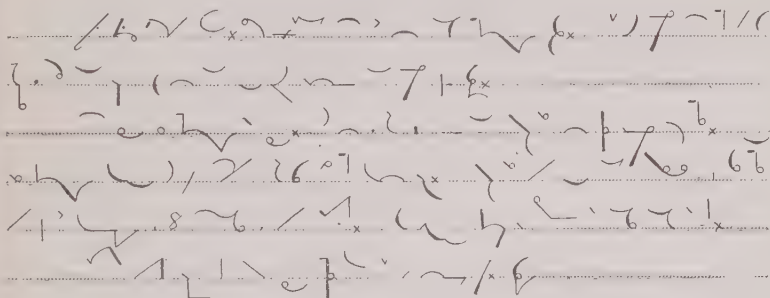
of-us are young in-the business, but these autos are out of-the factory but eight months and are all-right. They should-have-no damage to speak of in-this length of time.

I-will-be ready to-take it up soon and-decide if I should make-the change.

Yours truly

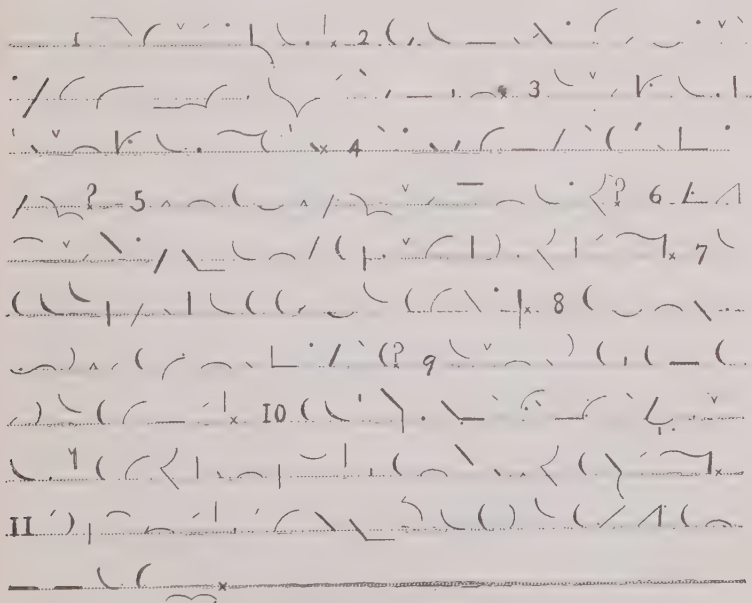
(139 words)

2.



Reading Exercise

NOTE.—The following is a review of the word-signs learned in previous lessons.









Lesson VI

WAY AND YAY, BRIEF SIGNS, AND COALESCENTS

38. The vowel signs are placed to the strokes for w and y the same as to other strokes. The w and y sounds are of frequent occurrence, and sometimes w and y are vowels, these sounds being combined with some other vowel. Hence, the brief signs for w and y are convenient to use in place of the strokes in many cases.

The brief sign for w is a semicircle open to the left or right. When open to the right it is called weh, and when open to the left it is called wuh. The brief sign for y is a semicircle open up or down. When open up it is yeh, and when open down it is yuh.

Letter:	w	y	w	w	y	y
Sign:						
Name:	way	yay	weh	wuh	yeh	yuh

Use the strokes for w and y when they are the only stroke in a word, or when a word begins with a vowel followed by w or y, or when two vowels (one accented) follow w or y at the beginning.



ewe, yea, way, woe, Wyoming, awake, oyer, aware, awoke.

39. As w and y are sometimes vowels, the brief w and y may be used as vowels or rather as coalescents with the vowels when needed, that is, w or y combines with whatever vowel they may

be written in the place of. They are slightly shaded for the long vowels and made light for the short vowels. Thus:

Long Vowels:

wē wā wah waw wō wōō yē yā yah yaw yō yōō

Short Vowels:

wǐ wě wǎ wǒ wǔ wǒo yǐ yě yǎ yǒ yǔ yū (eu, ew)

NOTE.—Observe in the preceding illustration that the brief sign is written in the place of the vowel sign, and adds the sound of w or y to the sound of the vowel denoted by the position to the stroke. The t-stroke is used for illustration only. In practice, it is unnecessary to distinguish the heavy and light coascentes by shading.

40. While the brief signs may be used with the vowels when necessary, as illustrated above, they may be joined to the stroke with the same result, at the beginning or end of a stroke. Notice in the word *bewail* the brief w is written in the a-place before l, giving wa.

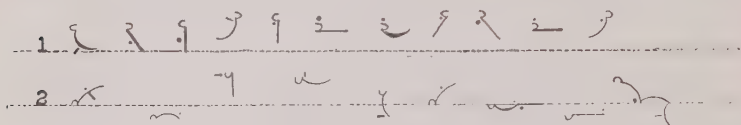
bewail assume pew weep fury week yell yak duke view

NOTE.—The above sounds represented by brief y are the sounds of eu or yoo, as in assume, duke, etc., and is a vowel sound combined with the y sound, as in yell, fury.

41. In the word *white*, the w-sign combines with i by joining the last part of i at right angles, at the beginning. In the word *new* the sign is imperfectly formed, written slightly backward. In the word *now* the last part of ow is joined at the end. All written in second position. Thus:

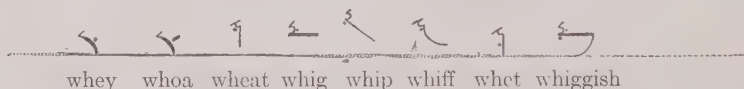
white new now

Brief *w* and *y* may be joined to the following stroke, but turned so as to form an acute angle. Use the brief *w* or *y* when a word begins with *w* or *y*, followed by a consonant. Thus:



1. Wove, web, wade, wash, wit, week, wing, witch, weep, wig, wish.
2. Yellow, yam, yacht, yon, youth, yell, Yankee, yak, Yarmouth.

42. Wh.—Notice that in spelling words beginning with *wh* the sound is not really *wh*, but *hw*. *Wheel* is pronounced *hwel*, and *whack* is pronounced *hwack*. Therefore the *h*-tick is used before *w* in writing such words. Thus:



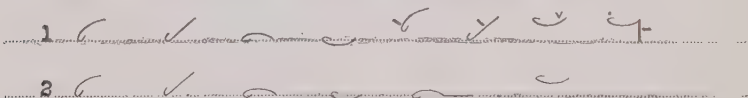
When *s* precedes the brief *w*-sign joined with an angle, as shown above, use the coalescent *w*-sign written in the vowel place.



The brief *w* may be used in the middle of an outline in a few words.



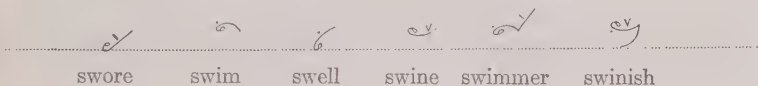
43. W-Hook.—Brief *w* may be joined as a hook to *l*, *ray*, *m*, *n* and may be joined to the word-signs *will*, *are*, *may*, *know*, to form the phrases *we will*, *we are*, *we may*, *we know*. Thus:



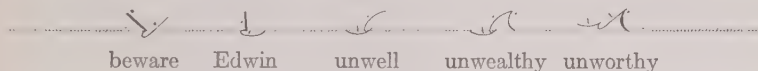
1. *wl*, *wr*, *wm*, *wn*, *wall*, *wore*, *wine*, *window*.
2. *We will*, *we are*, *we may*, *we know*, *we make*, *win*.

NOTE.—The *w-hook* is not used before *mp* nor *ing*.

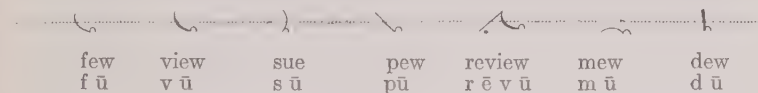
44. When s precedes a small w-hook, it may be prefixed by writing the small circle inside of the hook.



45. The small w-hook before l, m, n, ray, may be used between strokes, or in the middle of an outline.

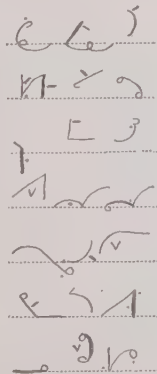


46. The brief sign for y may be joined at the end of a word when convenient, to express the vowel sound.

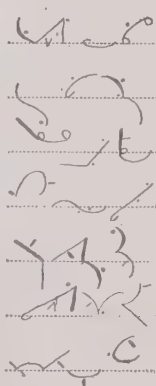


All of the following words are contained in the Reading and Writing Exercise at the end of this lesson. Practice these words and the writing will be easy.

Wilson
Johnson
saw
Toledo
Ohio
sirs
today
talk
wish
write
mail
sample
maps
showing
like
spoke
here
ready
goes
sizes
atlas

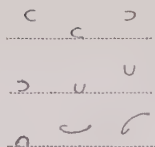


variety
one
sales
far
well
aware
business
carry
dozen
also
many
Harry
boat
roadway
easier
Howard
early
shop
tomorrow
no, know
along

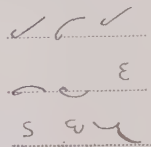


The Way and Yay Word-signs

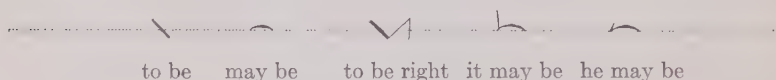
we, with
were
what
would
yet
beyond
you
when
while



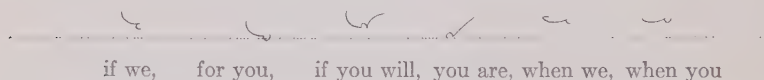
where
we will
we are
we may
we know
we were
we would
with you
never



47. May be, To be.—The sign for *to be* is b in third-position, through the line, already learned as a phrase sign. The stroke emb may be used standing alone or in a phrase with other words for *may be*.

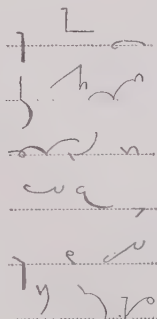


The brief w and y word-signs may be used in phrases joined in the most convenient way.

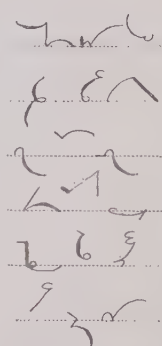


All of the following phrases are contained in the Reading and Writing Exercise at the end of this Lesson.

and had
a talk
with him
it was
write you
mail you
a sample
showing the
to you
when you
we have
and the
to do
is to
where you
I saw
of our
an atlas



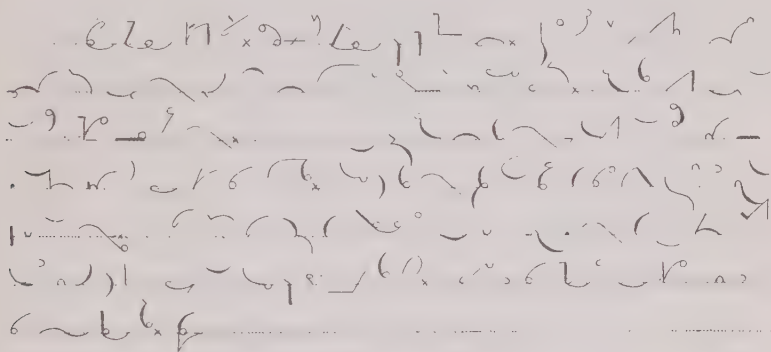
long time
before you will
if you
this year
with yours
will be
you have
I am
and you have
which may be
all right
we know the
a dozen
of these
we wish you
with each
to the way
you will



Reading and Writing Exercise

NOTE.—The following letter and sentences contain all of the word-signs of this lesson and many of those of the preceding lessons, and most of the words and phrases given in this lesson. It is a good review as well as practice.

3



(3)

Messrs. Wilson & Johnson,
Toledo, Ohio.

Sirs:

I-saw Johnson today and-had a-talk with-him. It-was his wish I should write-you and mail-you a-sample of-our new map showing-the important improvement like we spoke of to-you when-you were here. We-have these ready now in any size, and an-atlas goes with-each map.

Owing to-the-way we-have improved this map and-the variety in sizes, you-will go a long-time before-you-will see one which-will sell like-this. If-you use this map this-year along with-yours, your sales will-be far beyond what you-have ever had yet in maps.

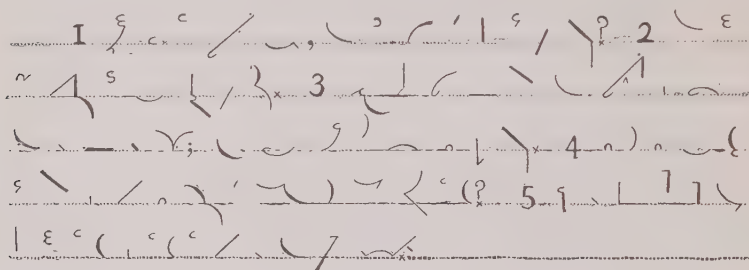
While I-am well aware your business is young yet, and-you-have a map of-your own which-may-be all-right for what you usually use it, we-know-the thing for-you to-do is-to carry these also. Where-you would sell a-dozen with no atlas, you would sell many dozen of-these.

Yours truly,

(171 words)

Reading Exercise

NOTE.—This exercise illustrates the uses of the brief way and yay signs in writing.

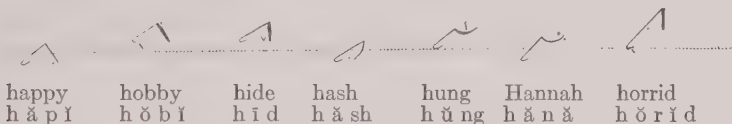


Lesson VII

WAYS OF EXPRESSING H

48. The aspirate h is expressed by the stroke hay, the h-tick, the h-dot or by a shade. The stroke for h is vocalized the same as other upward strokes.

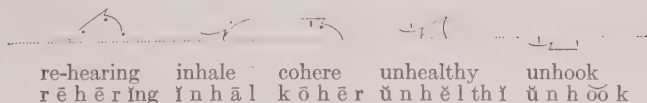
The Stroke.—Use the stroke for h when it is the first consonant stroke in a word and is followed by any stroke except k, g, s, z, lay, ar, m, mp or w, where it would not join so well as the h-tick.



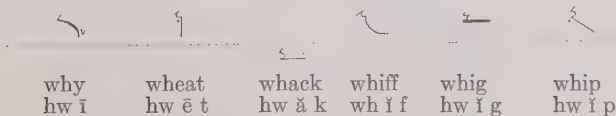
H-Tick.—Use the tick-h when a word begins with h and is followed by k, g, s, z, lay, ar, m, mp or w. Thus:



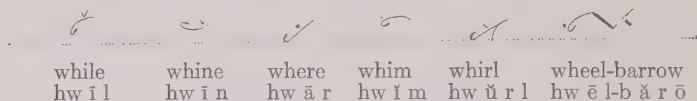
The h-tick may be used in the middle of an outline when it can be written with an acute angle.



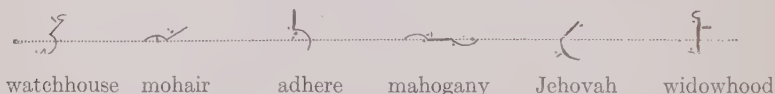
49. The h-tick is used before the w-sound in words like *why*, *wheat*, *whack*, *whiff*, as these words are really pronounced hwy, hwheat, hwack, hwiff. The h comes first and is so written in shorthand. It may be struck up when necessary, as in *whiff*.



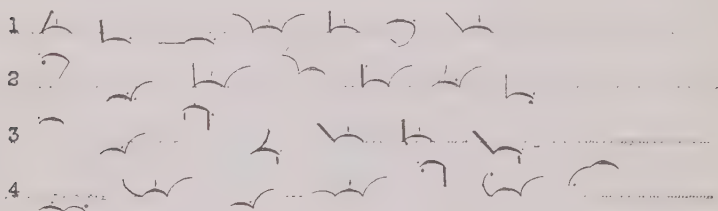
The h may be prefixed to the small w-hook before lay, m, n, ray, by a slight shade at the beginning of this w-sign. However, it is usually safe to omit the h in such cases.



50. H-Dot.—The h is represented by a dot placed beside a dash-vowel sign or before a dot-vowel sign, in the middle of an outline. Before the dot-vowel sign it should be so placed that a line drawn through the two dots will be at right angles with the part of the stroke to which it is placed.

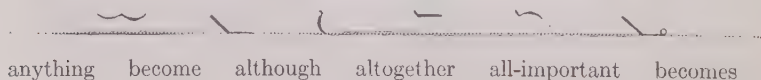


51. Practice the following word exercise in the use of mp and mb. Bear in mind that in position writing outlines of three or more strokes are considered long outlines and may be written on the line of writing regardless of position. See paragraph 25.



1. Jump, damp, camp, rumble, dump, ambush, pump.
2. Impeach, amply, tumble, romp, dimple, shamble, Tampa.
3. Imp, amble, embody, shampoo, bump, dumpy, bamboo.
4. Embalm, fumble, ample, mumble, impede, thimble, limp.

52. Two logograms may be joined for a compound word.



53. Plurals.—The plural of nouns and the third person singular of verbs may be formed by adding *iss* to any of the word-signs.

hopes, parties
times
commons
comes
things
thinks
uses (n)
uses (v)
owns

knows
thanks
advertisements
advantages
does
owes
gives
issues
improvements

All of the following words are contained in the Reading and Writing Exercise at the end of this lesson. The word *Virginia* is a contraction.

tobacco t ō b ä k ō

Virginia v j

coke k ō k

bought b a t

power p ou ě r

decide d ē s ī d

rates r ā t s

being b ē ĭ ng

cheap ch ē p

lower l ō ě r

high h ī

desire d ē s ī r

wish w ĭ sh

small sm a l

select s ē l ě k t

idea ī d ē ä

also a l s ō

Word-signs and Contractions

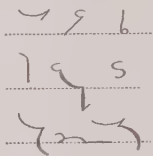
NOTE.—All of the following words are contained in the Reading and Writing Exercise at the end of this lesson.

knowledge
acknowledge
object
regular
irregular
peculiar
January
November
February

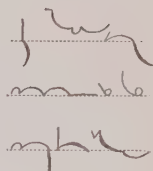
rather
public
represent-ed
magazine
bank
English
influential
manufacture
electric-ity

All of the following phrases are contained in the Reading and Writing Exercise at the end of this lesson.

in the
with which
it is
of time
we have had the
we would
if they
would make
in the way



it was
and if you know
he may have
you may make
to us
for us
you may do
it may be
I have no

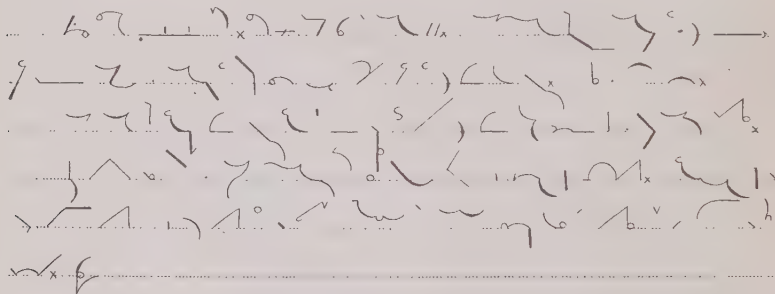


NOTE.—Study the notes of the letters for other good phrases.

Reading and Writing Exercise

NOTE.—The two letters following contain all of the word-signs and contractions of this lesson and many word-signs and words of previous lessons. Omit Mr. in writing the shorthand notes.

4.



Mr. James Smith,
Keokuk, Iowa.

(4)

Sir:

I-acknowledge yours of November 11th. In-the-manufacture of-tobacco in-Virginia, we use coke. We-changed to-coke in-January, and in-February we bought some new machinery with-which we use electricity for power. It-is an important improvement.

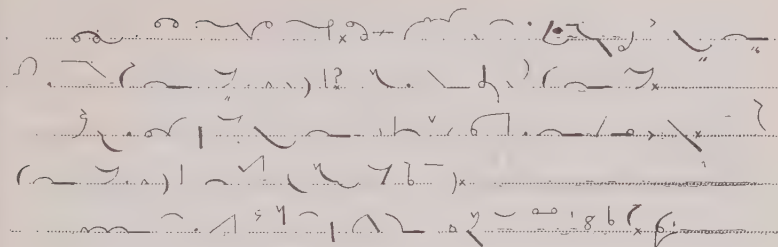
In-the length of-time we-have-had-the electric power, we-have already come to-decide we-would rather use electricity, if-they would-make it an object in-the-way of-rates

It-was represented to-us by an influential manufacturer here as being cheap, but he-may-have had a-lower-rate. We-have-never had to pay-the regular rate, but our rate is too high, and if-you-know of anything you-may-do for-us on rates, I should like to see-you tomorrow.

Yours truly,

(135 words)

5.



(5)

Messrs. Sampson & Sims,
Minneapolis, Minn.

Sirs:

Will-you-mail to me the January and February issues of-the Bank Magazine, and-also a copy of-your magazine, "English and how to use it"? I-have a peculiar desire to see your magazine on-English.

I-wish to-have a small advertisement in-the Bank Magazine, but it-may-be I should select a magazine which goes to-the public. I-think your magazine, "English and how to use it," may be all right, however, I-have-no knowledge of-its common use.

You-may-make me a rate, with-the idea my advertisement will-be irregular, as I-shall-be in six or eight times a-year.

Yours truly,

(114 words)

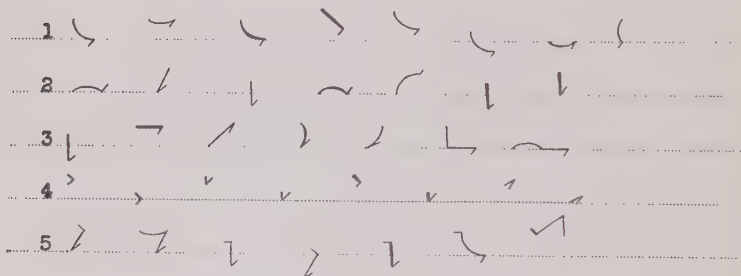
Write the following in shorthand:

1. I should like to-represent-you in-this city. I-have some knowledge of-the regular work, and I-know I-shall-do well with-it.
2. I-wish-you would take what we-will make this-year, beyond what we-have to give to our regular buyers.
3. If-you-will give-us-the advertisement for-the November issue of our Bank Magazine we-will give-you-the space you had in-the January and February issues of-this-year.

Lesson VIII

PHRASING A, AN, AND, THE AND HE, AND PROXIMITY

54. The-Tick.—A slanting tick in the direction of *ch* or *ray* joined at the end is *the*. This the-tick is seldom used at the beginning. It accommodates itself to word to which it is joined.

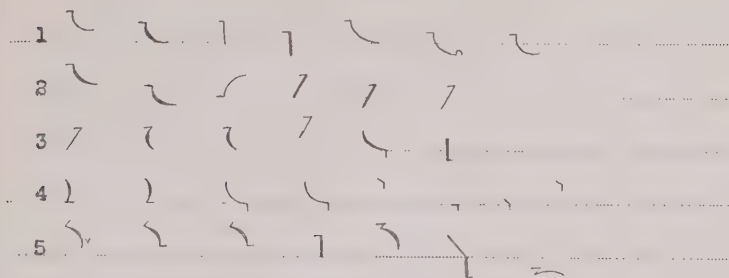


1. For the, in the, have the, by the, if the, half the, know the, think the.
2. May the, which the, at the, improve the, will the, had the, do the.
3. Advertise the, give the, are the, was the, shall the, take the, make the.
4. Of the, to the, or the, but the, all the, before the, on the, should the.
5. Of which the, in which the, and at the, to which the, and had the, and for the, all right.

NOTE.—The tick for *the* is written in the direction that forms an acute angle.

55. And-Tick.—The words *a*, *an* or *and* may be prefixed to a following word by a horizontal tick in the direction of *k*. It is called the and-tick.

A vertical or horizontal tick may be used to add these words to a preceding word, but this should be done very seldom. It is usually better to use the and-tick as explained above to prefix these words to the word following, or use the dot word-sign.

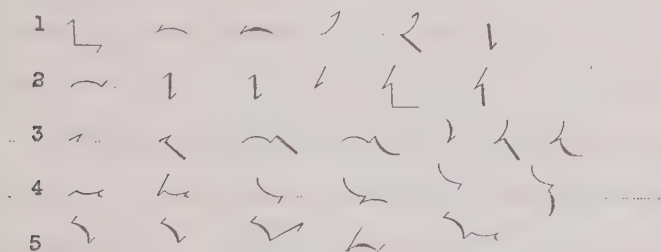


1. And if, and have, and it, and had, and for, a few, a half.
2. And ever, and however, and will, an advantage, a large, and much.
3. And which, and them, and they, and each, have a, had a.
4. Was a, was an, for a, for an, of a, and a, to a, of an.
5. Why, why a, why an, and do, and why, paid a, and whom.

56. He-Tick.—The h-tick standing alone in the first-position is a word-sign for *he*, in which case it is written downward.

In phrasing, it may be used at the beginning or end of an outline for *he*, and may be written up or down in the direction of *chay* or *ray*, whichever forms an acute angle. It may be used for *he* in the middle of a phrase outline.

It accommodates itself to the position of the word to which it is attached.



1. He took the, he may, he may be, he shall, he shall be, had he.
2. May he, he had the, he advertised the, which he, which he took, which he had.
3. Should he, should he be, may he be, may he have, was he, shall he be, shall he have.
4. He knew, which he knew, for he, for he may, if he, if he was.
5. Why the, why he, why are the, which may be the, why he knew.

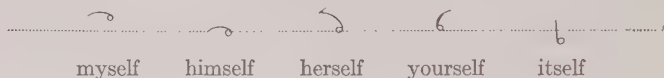
NOTE.—It may seem that *he* would conflict with *the* in phrasing, but in practice no trouble will be experienced, as the context will always discover quickly which word is intended.

57. Proximity.—Two outlines may be written nearer together than usual to denote “*of the*” between the words. Thus:



1. Shape of the book, top of the page, time of the day, edge of the door, half of the time, hour of the day.

58. Self.—The circle-s may be joined to the pronouns, *my*, *him*, *her*, *your* to add the suffix “self.” See also paragraph 80.



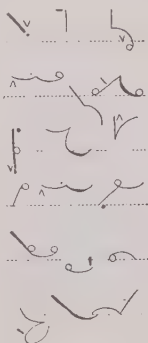
59. MONTHS, DAYS, STATES, CITIES

NOTE.—See list of states at the end of Lesson XXX for reference after the principles necessary to write them are learned.

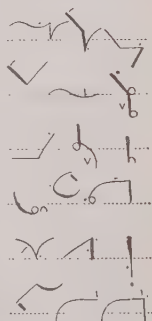
January		Sunday		Arizona	
February		Monday		Illinois	
March		Tuesday		Idaho	
May		Wednesday		Iowa	
July		Saturday		Toledo	
November		Massachusetts		Lowell	
December		Ohio		Omaha	

All of the following words are contained in the Reading and Writing Exercise at the end of this lesson.

buying
auto
tires
annoyance
poor
service
decide
nothing
toil
such
annoying
reason
business
soon
some
foolish
being
merry



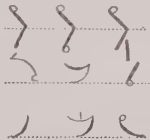
mental
bodily
package
borrow
money
besides
carry
desire
due
views
along
select
early
ready
debt
wrong
look
looked



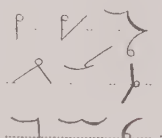
60. Word-signs and Contractions

NOTE.—All of the following word-signs are contained in the two letters at the end of this lesson.

subject
subjects
subjected
herewith
English
advantages
usual-ly
unusual-ly
several

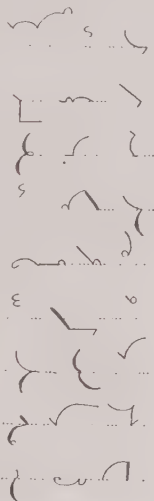


satisfy-ied
satisfactory
nevertheless
respect-ful-ly
anyhow
disadvantage
into
anything
yours-yourself

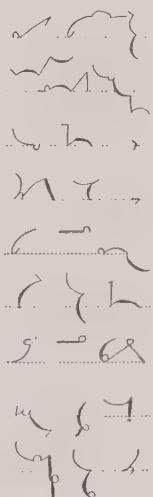


All of the following phrases are contained in the Reading and Writing Exercise at end end of this lesson.

I mail you
we would
for the
to take
and you may
up the
this year
and will
I think
with the
you will be
for they
we make you
pay you
see us
we were
back the
of us
for your
they have
I will
two years
to look
into the
but they
one you
will do



you are the
we will make
I think they
I may be wrong
and you may be right
if you have time
for you
and it may be
to the
so you will be
in your
and the
we will
give you
you may have
of your
if they
it may be
we shall
give us
yours respectfully
but should you have the
those who
in doing
if you should decide
for this
show you



NOTE.—Study the notes of the letters for other good phrases.

Reading and Writing Exercise

NOTE.—The following letters contain all of the word-signs and many of the phrases of this lesson as well as many others already learned, and a number of useful words. It is a review as well as practice in writing.

Mr. Harry Smith,
Cincinnati, Ohio.

(6)

Sir:

I-mail-you herewith the subjects we-would like for-the boys to-take, and-you-may select any subjects besides these.

They took up-the subject of English this-year and-will carry it for two-years, and I-think with-the advantages they-have here, you-will-be satisfied, for-they do satisfactory work. Nevertheless, you-are-the one to-be satisfied, and we-will-make any exchange you-may desire.

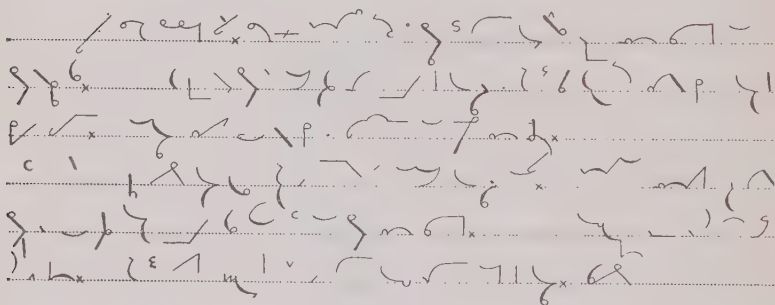
With all due respect for-your views, I-think-they should keep on in-English for two-years, anyhow. I-may-be-wrong, and-you-may-be-right, but-they will-be subjected to no disadvantage if-they carry this along with any subject you-may select.

If-you-have-time-to-come to see me, we-shall see how it-may-be. I-think we-were right, but-should-you-have-the time, I should like for-you to-look into it for-yourself.

Yours-respectfully,

(161 words)

6



Messrs. Isaacs & Tyler,
Lima, Ohio.

(7)

Sirs:

You-are buying auto tires and-it-may-be important for-you to-look into-the improvement we-are making in our tires. We all have some annoyance at times with a-tire which gives poor service.

If-you-should-decide to buy your tires of-us, any tire you-may buy which gives you any annoyance, owing to-the usual and unusual things which come up, we-will give-you a-tire and-take back-the one-you bought of-us, so-you-will-be out nothing.

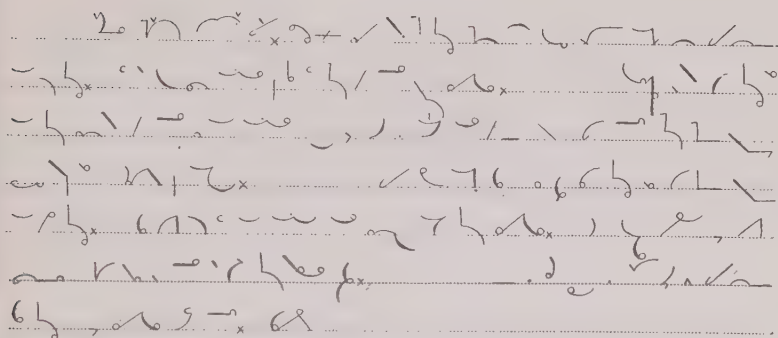
We-are safe in-doing this as those-who sell tires to-us will take back any such tires. This will-do away with any annoying things you-may-have in-your tire service. So, for-this reason, and-the rate we-make-you, it-will pay-you to-give-us all of-your tire business this-year.

Come and see-us soon, and I-will show-you how we-are making these tires, and-the service we-shall give-you.

Yours respectfully,

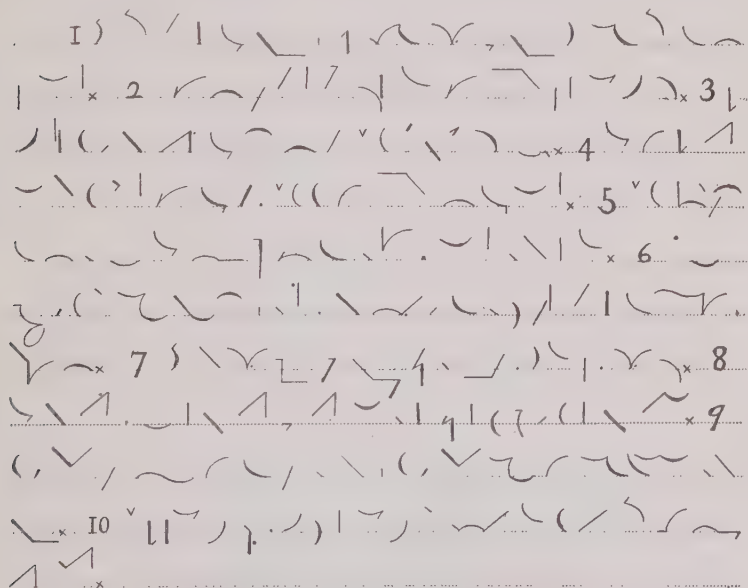
(172 words)

7



Reading Exercise

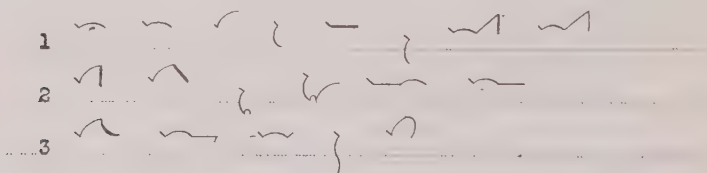
NOTE.—The following sentences are a review containing some phrases of this lesson, and some phrases learned in preceding lessons, as well as many of the simple word-signs.



Lesson IX

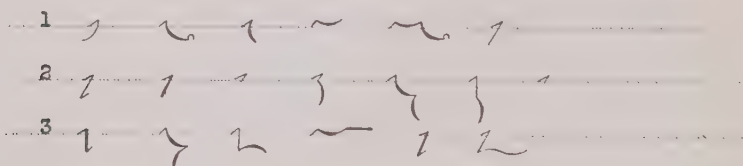
PHRASING I, HOW AND YOU

61. I.—In phrasing, the diphthong sign for *i* may be expressed by writing the first half, for convenience in joining to other words. It maintains its own position, but may be lowered, as in "*I thank you.*"



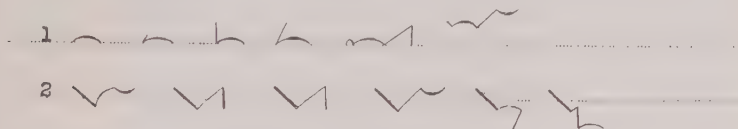
1. I am, I may, I will, I think, I go, I thank, I am ready, I am right.
2. I will do, I will be, I thank you, I think you will, I came, I make.
3. I will have, I make the, I am the, I think so, I will say.

62. How.—The word *how* may be joined to the word following by using the first stroke of the diphthong sign for *ow*, in its usual position.



1. How shall, how have you, how they, how long, how long have you, how much.
2. How much the, how large, how he, how he was, how have they, how it was, how the.
3. How do the, how have your, how it may be, how long ago, how large the, how much money.

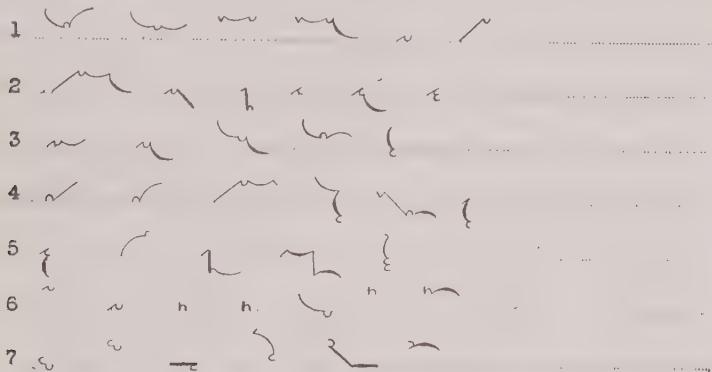
63. To-be and May be.—The stroke *mb* in phrasing is *may be*. The stroke *b* through the line is *to-be*. Thus:



1. May be, he may be, it may be, which may be, you may be right, I may be wrong.

2. To be willing, to be ready, to be right, to be wrong, to be much, to be the time.

64. You.— In phrasing, the sign for *you* may be inverted when it comes between strokes, or at the end. *Were* and *with* are always open to the right. *We* may be written open to the left, as in *we beg, we may be*. Thus:



1. If you will, if you know, I know you, I know you have, should you, are you.

2. Are you never, should you be, how do you, how we, how we have, how we were.

3. Should you know, should you have, if you have, if you may, they were.

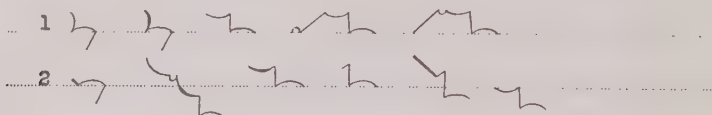
4. You are, you will, are you now, if they were, I hope you may be, how they were.

5. How were they, will you, how do you know, how long it may be, I think we were.

6. On you, should you, but you, before you, for you, or you, or you may be.

7. Were you, with you, together with, herewith, we beg, we may be.

65. Such words as *time* and *much* should be written in full when used in a phrase, as the word-signs for these words would not be legible if taken out of their usual position and used in a phrase.



1. So much, was much, in time, you are in time, are you in time.
2. Too much, if you have time, long time, on time, by the time, no time.

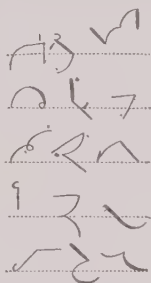
A stroke may be joined to a word-sign to prefix or add a syllable.



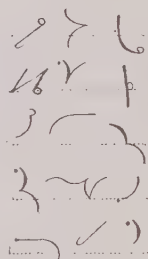
income uncommon largely unusual-ly unimportant unimproved

All of the following words are contained in the Reading and Writing Exercises at the end of this lesson. The words bank and November are contractions.

looked
Wabash
bill of lading
always
depot
catch
LaSalle
re-ship
help
wheat
cashier
bank
work
billing
November



house
fall
advise
charges
easily
decide
wish
like
aware
easier
monthly
showing
car
wire
easy

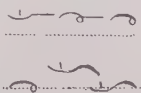


NOTE.—The word “charges” is written out in full in the above list, but in letter number 8 the word-sign is used, chay 3 and iss, or chays 3. The word-sign for “charge-d” is chay 3.

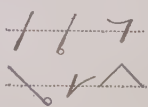
Word-signs

NOTE.—All of the following word-signs are contained in the Reading and Writing Exercise at the end of this lesson.

uncommon
mistake
impossible
improvements
unimportant-ce
unimprove-d



change-d
changes
enlarge
purpose
largely
represent



All of the following phrases and many more are contained in the Reading and Writing Exercise at the end of this lesson.

we have yours of the 5th
we know
it is no

to make the
a mistake
in the

at the
we know
when we were

it would be
in time
so as to

have them
of it
to us

I have
which you
I think the

to make the
if you are
with the

with you
what time
you will be

should you have the
if you know
but he

when he was
if we were
but you know

I shall
with those
I know you have time

you will
as to
what it may be

so you may
I hope you may be
care of the wheat

cashier of the bank
for him
and for you

but you may
to represent you
and we feel

do you know
how large
you should have

which you are now
but you are
how long time

before you may
how they were
if you will

we wish
with them
at the time

we were
we had the
on the way

Reading and Writing Exercise

NOTE.—The following letters and Reading Exercise contain all of the foregoing word-signs and phrases, as well as a review of other word-signs and phrases already learned. Notice that the word "charges" is written as a word-sign in the 8th letter.

8

Mr. Samuel Mason,
Chicago, Ill.

(8)

Sir:

We-have-yours-of-the-5th. We-know it-is-no uncommon thing for-them to-make a mistake in-the charges at-the Wabash where-they make out your bill-of-lading, but-they always make-it right.

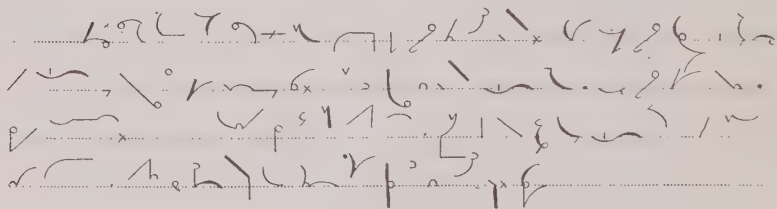
We knew when-we-were at-the Wabash depot, it-would-be impossible to-catch-you at-the LaSalle in-time to-have-them make-the changes so-as-to re-ship-the car today.

When-you go to-the Wabash to pay-the charges, take-the bill-of-lading with-you and re-ship-the car. Have-the bill-of-lading changed or have-them make out a new bill-of-lading and mail a copy of-it to-us.

Yours truly,

(121 words)

9



(9)

Mr. James Smith,
Ithaca, N. Y.

Sir:

I-have looked at-the house which-you wish to buy. They-will enlarge-the house this-fall, but I-think-the improvements are unimportant and-the purpose is largely to-make-the sale. I would advise you to buy unimproved and-have a new house which-will pay-you a satisfactory income.

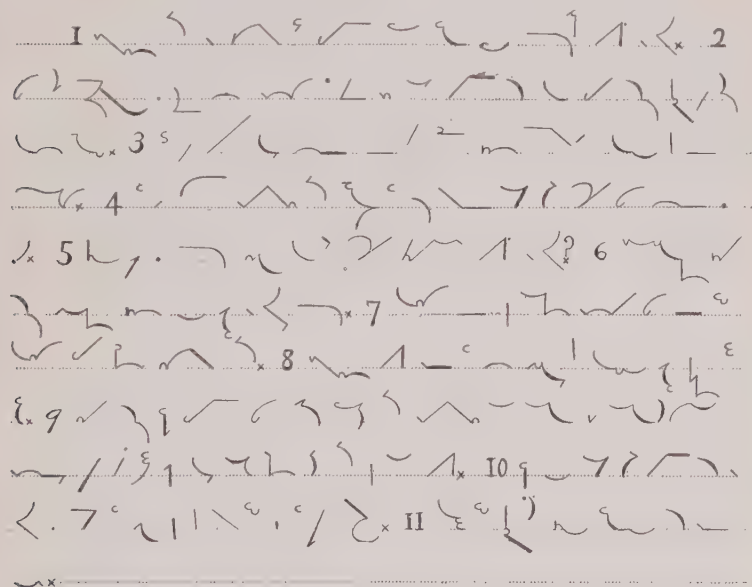
If-you-are satisfied with-the idea, write me, and I-shall-take it up with-those-who have-the unimproved here, which I-know you-will like, and write-you as-to what-it-may-be bought for, so-you-may easily decide what you wish to-do.

Yours truly,

(105 words)

Reading Exercise

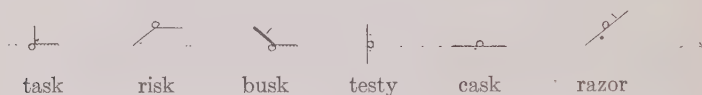
NOTE.—The following sentences are a review of the phrasing principles learned, as well as a review of words and word-signs already learned.



Lesson X

STROKE S AND Z AND CIRCLE S OR Z

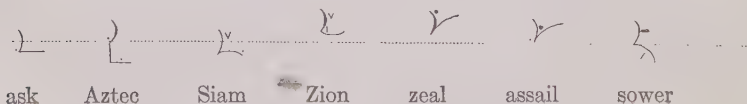
66. The small circle is used to represent the sound of s at the beginning of an outline, and the sound of s or z in the middle or at the end of an outline, as learned in Lesson II. Between straight strokes in different directions, the circle-s is joined on the outside of the angle. Between straight strokes in the same direction, as in *testy*, the circle-s is joined with the same movement as to a single, straight stroke.



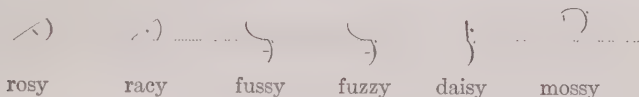
Between a straight stroke and a curve, the circle is written inside of the curve, as in *muscle*. Between two curves it is usually written inside of the first curve, as in *Munson*, but it may be thrown outside of the first curve, and inside of the second, as in *facility*.



67. Use the stroke for s or z when a word begins with a vowel and is followed by s or z, as in *ask*, *Aztec*, and when s at the beginning is followed by two consecutive vowels, one of which is accented, as in *Siam*, *Zion*. Always use the stroke for z when z is the first consonant in a word.



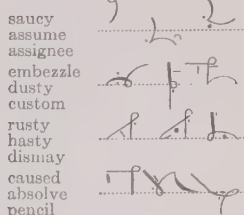
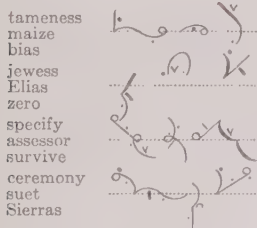
Use the stroke for s or z when a word ends with a vowel preceded by s or z.



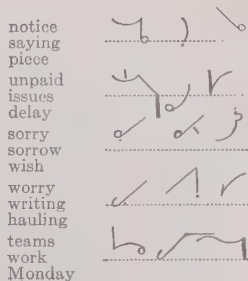
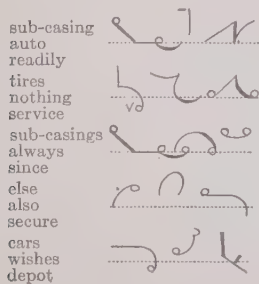
Use the stroke for s or z when s or z is the only consonant in the word, as in *ooze*, *sow*. Also, when there are two or more sounds of s or z as the only consonants, one must be the stroke, as in *size*, *sizes*.



Practice the following, and observe the use of the circle and stroke for s or z.



The following words are all contained in the Reading and Writing Exercise at the end of this lesson. *Issue* is a word-sign, and iss is added for *issues*.



The following phrases occur very frequently and are given here, separate from all others, as they are distinguished largely by the position.

of these	
of this	
of those	
on these	
on this	
on those	
those who	
those who are	
those who make	

with these	
with this	
with those	
as these	
as this	
as those	
in these	
in this	
in those	

Position-Writing.—Words not derived from some other word, a primitive word, of two or more strokes and a circle may be written in the second-position, regardless of the accented vowel. The word *business* is written in first-position to distinguish it from *baseness*.

reason	box	palace	baseness	business

The following forms do not need to be vocalized as they are frequent and familiar. Distinguish between *New York City* and *in your city* by the position.

also	
always	
instead	
answer	
New York City	
in your city	

business	
New York	
New Jersey	
Virginia	
bill of sale	
bill of lading	

Word-signs and Contractions

NOTE.—All of the following words are contained in the letters at the end of this lesson, to be read and written.

something	
somehow	
somewhere	
anything	
somebody	
objected	
does	
unusual	
special-ly	

similar	
hence, knows	
whosoever	
useless	
postage	
post office	
uses	
advantages	
office	

Phrasing.—The circle-s, representing *as, has, is, his*, may be used at the beginning, middle or end of a phrase. When these words begin a phrase, they accommodate themselves to the position of the following word. The word *us* is added by the use of the circle-s, but is not used at the beginning.

as to the
it is impossible
as far as
as well as
as long as
as much as

his own
have us
see us

make us
if he has
reach us

as if the
to us
with us

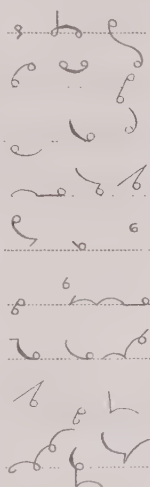
as he has
he is

he may make us

and have us
for his
mail us the

reach us
as he is
it may

we may as well sell
this time
if he will



I think
what it is
how it will
of which
I have no
I have seen

I see the
for them
a set

of these
I may
somebody else

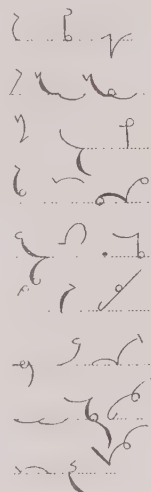
we have yours
and also
a notice

is the
of your
we are sorry

and as you say
we shall
mailing the

no one
in this way
we will sell

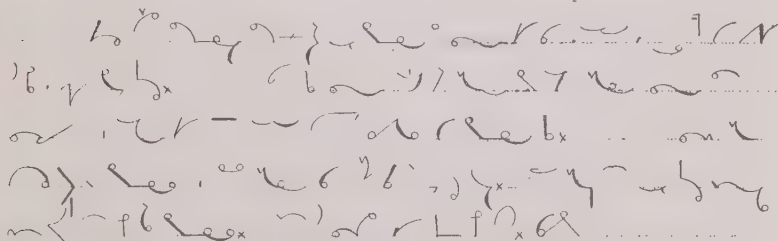
to him
he would have
bill of sale



NOTE.—All of the above phrases are contained in the letters for Reading and Writing Exercise following.

Reading and Writing Exercise

NOTE.—All of the word-signs and phrases of this lesson are contained in the following letters. A fine review and test, but if time does not permit, only a part may be used, or these letters may be taken as one lesson, as may be most convenient.



(10)

Mr. James Eyles,
Syracuse, N. Y.
Sir:

I-think-your new sub-casing is something which-will sell, and any-one who owns an-auto will readily see what-it-is, and how-it-will save-the tires.

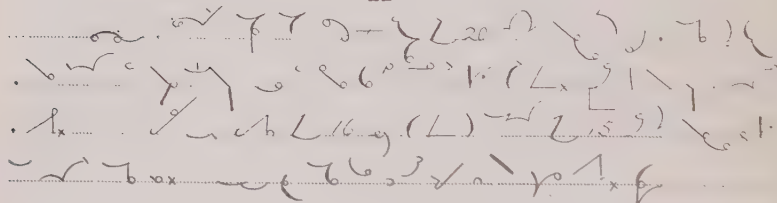
While it-is something unusual of-which I-have-no special knowledge, I-have-seen something similar somewhere, but nothing which-will give any-thing like-the service your sub-casing does.

Somehow I-have always objected to sub-casings, but since I-have-seen yours, I-see-the advantages of and-the uses for-them. When I-have-had my new tires two-months, you-may ship me a-set of-these sub-casings. I-may see somebody-else, who-will take a-set also.

Yours-respectfully,

(116 words)

11



(11)

Messrs. Sampson & Swimmer,
New York City, N. Y.
Sirs:

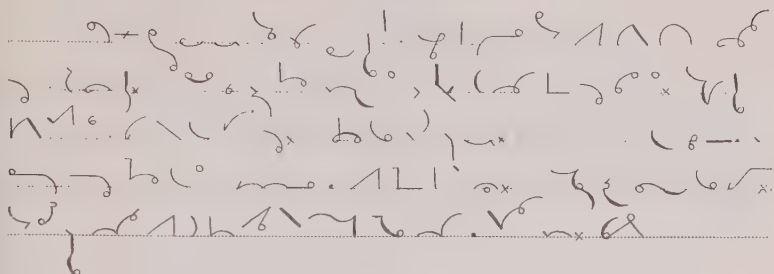
We-have-yours of-January 20th, and-also-the post-office here issues a notice saying they-have a piece of-mail with postage unpaid, hence, we suppose this is-the cause of-the delay of-your check. We-shall-take it up today, and-mail-you a receipt.

We-are-sorry now we-wrote-you on-January 16th, and-as-you-say your check was in-the-mail on-January 15th, we-shall see-the post-office as-to-the delay in mailing-the notice to-us. No-one whosoever in-this office would wish to-worry you by useless writing.

Yours truly,

(105 words)

12



(12)

Sir:

As-far-as we-know now, if-he-has to-sell his-own at-this time, and inas-much-as it looks as-if-the rate will-be lower, we-may-as-well-sell ours, and I-think we-may do-so.

As-long-as he-has to-hire teams to-move his to-the depot, they may-as-well take ours as-well-as his. If-they-will do-this, it-will-be all-right with-us, and we-will pay for hauling ours. It-is-impossible for-us to see to-it now.

However, as-he-is going to secure cars and-teams for his, he-may-make-us a rate and-take it all himself. In-this-way he-would-have something for-his work. If-he wishes to-do-this, mail-us-the rate so it-may reach-us by Monday, and-have-us mail a bill-of-sale to-him.

Yours-respectfully,

(159 words)

Lesson XI

LARGE SES-CIRCLE

68. The enlarged circle-s adds another s-sound, and represents ses, sez, zes, zez. It is called the ses-circle. When a word ends with s, this large circle is used to express the plural of nouns or the third person singular of verbs. Also in any case where the ses, sez syllables are to be expressed.

piece		entices	
pieces		arises	
invoice		accuses	
invoices		amuses	
cause		infuse	
causes		infuses	
horse		disposes	
horses		witnesses	

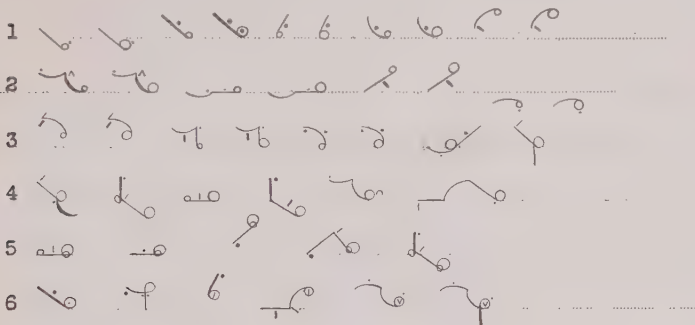
An additional s or z sound may be added to the large ses-circle by adding a small circle-s, written around the stroke.

possesses	recesses	successes	excesses

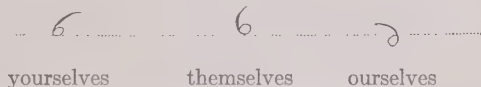
69. **Vocalization.**—To vocalize the large ses-circle, the vowel sign may be written inside of the circle. If no vowel is placed in this circle, the short sound of e is understood, and is ses, sez, etc. If any other vowel sound is required, place the proper vowel sign inside.

resist	exhaust	italicize	thesis	amanuenses

Analyze and practice the following:

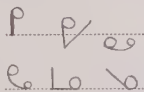


70. The word *self* as a suffix is added to the pronouns *my*, *him*, *her*, *your*, *it*, by joining the circle-s. see paragraph 58. Likewise the suffix *selves* is added by joining the large ses-circle. See also paragraphs 58 and 80.

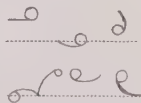


71. When a word begins with the circle-s and is preceded by *is*, *his*, *as* or *has*, one of these words may be prefixed to the following word by enlarging the circle to include one of these words, thus forming a phrase. When a word ends with a circle-s, one of these logograms may be added by enlarging the circle.

is said
is satisfactory
as soon as
as safe as
takes his-us
pays his-us

















cause his-us
knows his-us
sees his-us
as small as
has seen
has several



72. Distinguish between Mrs. and Misses as shown below. It is never necessary to write the vowel sign in the words *necessary* and *necessity*, nor in the phrase *this season*.










The following words are selected from the letter for the Reading and Writing Exercise at the end of this lesson.


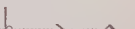

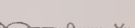
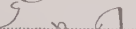



receipt		cases	
Holmes		popular	
Wilson		always	
since		dislike	
designs		many	
season		samples	
insist		well	

Word-signs

NOTE.—The following word-signs have been learned in previous lessons, but are given again here as they are contained in the Reading and Writing Exercise at the end of this lesson.

acknowledge		whatsoever	
become		unsatisfactory	
familiar-ly		simply	
peculiar		refer	
whenever		special	
anything		because	
advantage		irregular	
thing		changes	
think		something	

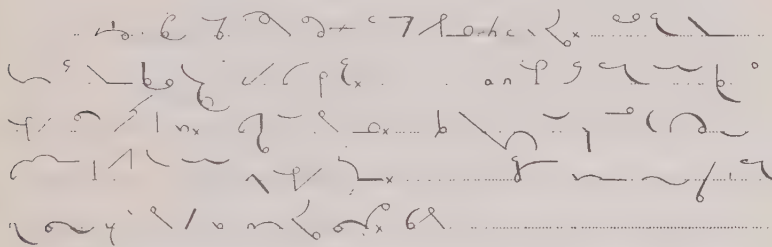
All of the following phrases are contained in the Reading and Writing Exercise which follows.

receipt of the cases		it is the	
ship us		to do	
with the		should be	
for this season		to make	
we are		you have	
with them		you think	
we shall		to us	
to you		you may	
we will do		yours respectfully	

Reading and Writing Exercise

NOTE.—The following letters contain all of the word-signs and phrases given in this lesson, and many of the words used.

13



(13)

Messrs. Holmes & Wilson,
Natchez, Miss.

Sirs:

We acknowledge receipt-of-the-cases which-you were to ship-us. Since we-have become familiar with-the peculiar designs for-this-season, we-are well satisfied with-them.

As you insist, we-shall, whenever anything whatsoever is unsatisfactory, simply refer it to-you. We-will-do-this in special cases. It-is-the popular thing to-do, because they always know we-will-make it right if anything should-be unsatisfactory or-irregular.

We-dishke to-make many changes, but whenever you-have something you-think of special advantage to-us, you-may ship-us samples.

Yours-respectfully, (101 words)

Write the following in shorthand:

Sirs:

The delay in receiving-the specials causes-us to delay shipping-you the sample you wish.

We as-well-as yourselves are sorry this-is necessary, although we see no necessity for-it, but they-make many excuses.

As-soon-as we-have all our specials in for-this-season, we-shall ship-you these samples, so it-is-unnecessary to write anything special at this-time.


When-you receive these samples have-us ship some of all of-them and should-you-have any which-is-unsatisfactory you-may ship them back to-us and we-will pay all charges.

Yours respectfully,

Lesson XII

THE LOOPS ST AND STR

73. St-Loop.—The sound st is a very frequent consonant combination. A small loop, extending about half the length of the stroke, is used to represent st, at the beginning, or at the end of a stroke. As in the use of other brief signs, the vowels are placed to the stroke as if the loop were not used.




stock	mast	reduced	arrest	faced	stop	stealth	stiffest
st ō k	m ă st	r ē d ū st	ă r ě st	f ă st	st ō p	st ě l th	st ĭ f ě st

The st-loop may be written in the middle of an outline, unless a stroke follows the loop in a direction requiring it to be struck through the stroke to which the loop is to be joined.




justify	majestic	destiny	mystify	dentistry
j ū st ĭ ĭ	m ă ĵ ě st ĭ k	d ě st ĭ n ĭ	m ĭ st ĭ f ĭ	d ě n t ĭ str ĭ

74. Zd.—Following the strokes hay, ray or n, the st-loop shaded represents zd. Following any other single strokes, use the circle-s and d-stroke, as in *caused*, *gazed*.



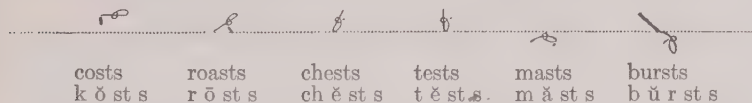
raised	noised	caused	gazed	opposed	Housed
r ā zd	n oi zd	k ă zd	g ā zd	ŏ p ŏ zd	h ou zd

In the following outlines containing two or more strokes, this small loop may be used for st or zd without shading to distinguish zd.

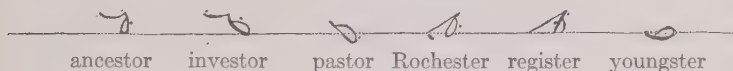


disposed	refused	excused	disguised	deposed
d ĭ s p ō zd	r ě f ū zd	ě k s k ū zd	d ĭ s g ĭ zd	d ě p ŏ zd

If the st-loop be followed by s, the s may be expressed by writing the circle-s around the stroke to which the loop is attached.



75. Str-Loop.—A large loop extending about two-thirds of the length of the stroke to which it is attached is str for ster. The loop is not used when there are intervening vowels to be expressed, and never at the beginning of a word.

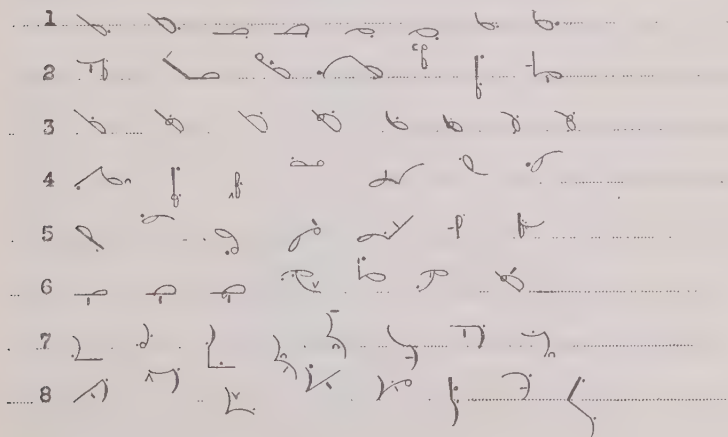


NOTE.—It is not necessary to express the obscure vowels o and e in the above words. The sound is "ster."

If the large loop is followed by s, the s may be expressed by writing the circle-s after and around the stroke to which the loop is attached.

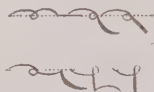


Analyze and practice the following:



76. Must, Last, Next.—In phrase writing some words which end with the st-loop may have the st-loop reduced to the circle-s for convenience in joining, and yet be perfectly legible.

must make
must have
must be
must never
next time
next day



next January
next year
next November
last time
last day
last month

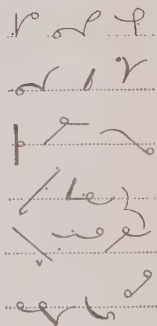


All of the following words are contained in the business letters at the end of this lesson, to be read and written. Practice each word, however familiar and easy it may be. The word *suit* is always vocalized as shown in this list. A word is never joined after *suit*. If the u is joined on the right of t, it is then *satisfy you*.

answer
allow
repairs
week
styles
suit
sizes
service
push
necessary
receive
buggy
business
six
months
best
like
season



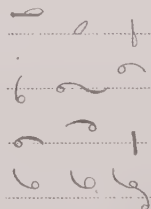
atlas
smallest
necessity
sample
just
easily
decide
risk
maps
Harry
Jackson
sewer
pipe
annoyance
reason
sensible
view
serious



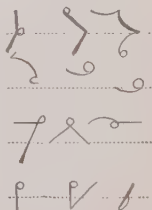
77. Word-signs

NOTE.—Many of the following word-signs have been learned in previous lessons, but are given again here because they are all contained in the business letters following at the end of this lesson.

August
first
at first
thanks
something
similar
somebody
impossible
advertise-d-ment
office
offices
officers

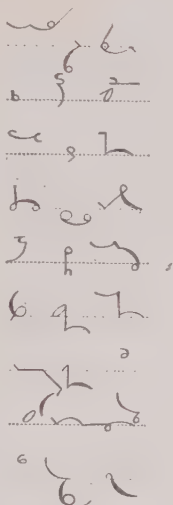


disadvantage
subject
nevertheless
herewith
influences
United States
exchange-d
respect-ful-ly
mistake
satisfy-ied
satisfactory
largest

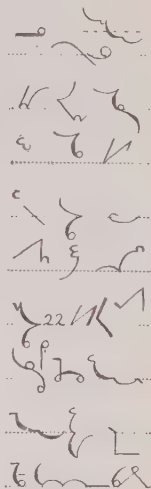


All of the following phrases are contained in the letters at the end of this lesson, to be read and written:

in answer
to yours
which is now
before us
we would say
the first of the week
when we
as to the
and it may be
it is impossible
as soon as
to receive the
and we shall
satisfy you
in all ways
this is the
first time
any time
to keep the
how it may be
what is
first of the year
to make some
if he is
with us
for this season
you have



given us
map of the United States
if you have no
which you will
ship you, the
in this way
with you
in these
which are the
we hope
for yours
we know
write you
we wish
mail you
I have yours of the 22d
charge of the job
all right
officers of the City
and it is impossible
we have now
and having
we think they will
to take
and thus
they may make
yours respectfully

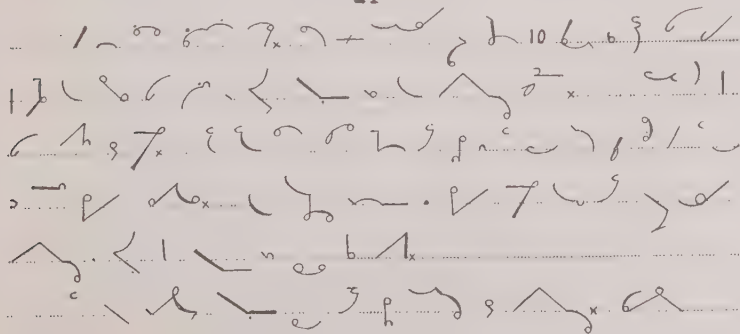


NOTE.—The word *charge* may be written out in full as in the phrase *charge of the job*, but many prefer to use the word-sign “chay 3” for *charge*, and it is preferable because on account of the context it can never conflict with *much*. Of *the* in some of the above phrases is expressed by proximity. The tick for *the* is used before *first* in the phrase *the first* or *the first of the week*. This is about the only case in which “the-tick” is used at the beginning.

Reading and Writing Exercise

NOTE.—The following letters contain all of the word-signs and phrases, and most of the words used in this lesson, besides many used in preceding lessons. If the words and phrases of this lesson are practiced by writing each several times, the writing of the letters will be easy.

14



(14)

Mr. J. M. Sims,
Salem, Mass.

Sir:

In-answer to-yours of-December 10th, which-is-now before-us, we-would-say, while we-are at a-disadvantage for space, we-will allow-you to ship-the buggy to-us for repairs the-first-of-the-week.

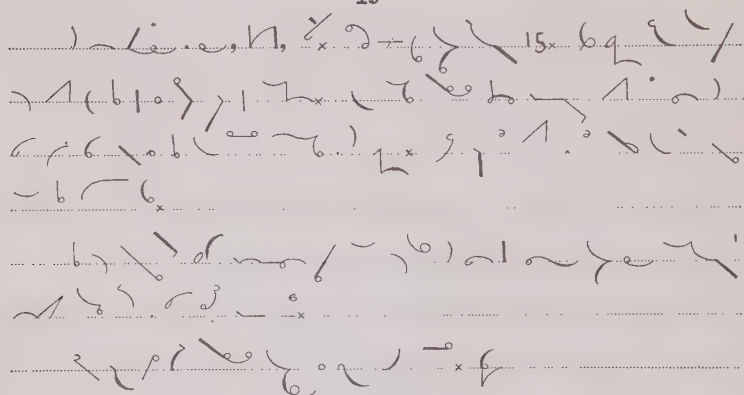
When-we see it we-will write-you as-to-the exchange. We-think we-have similar styles, and-it-may-be we-shall suit you with one of-our largest sizes, which we know would give-you satisfactory service. However, if-it-is-impossible to-make a satisfactory exchange for-you, we-shall push-the necessary repairs and ship it back to-you as-soon-as it-is ready.

We hope to-receive-the buggy soon, and-we-shall satisfy-you in-all-ways as-to-the repairs.

Yours-respectfully,

(132 words)

15



(15)

Messrs. S. M. Johnson & Son,
Toledo, Ohio.

Sirs:

Thanks for-yours of-February 15th. This-is-the first-time we-have ever changed our rate, though it-is advertised as subject to-change at any-time. However, in-this business, it-is-impossible to-keep-the rate the same, so we-will allow yours to-be as it-is for six months and see how-it-may-be. We-wish to-do what-is right and what-is best for all parties in times like these.

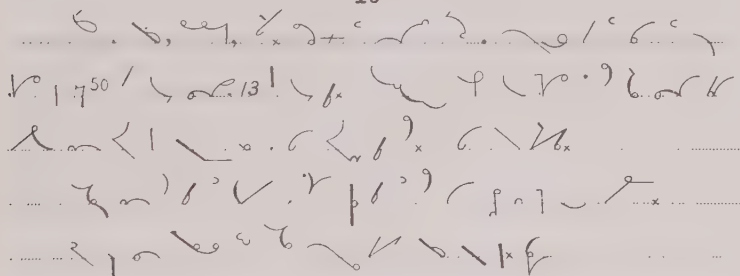
It-is our purpose by-the first-of-the-year to-make-some changes in our offices, so we-may do something for-your son in-February or March, if-he-is here and still wishes to-come with-us.

We-hope to-have as-much of-your business for-this-season as you-have usually given-us.

Yours truly,

(138 words)

16



Messrs. Foster & Best,
Cincinnati, Ohio.

(16)

Sirs:

We mail-you herewith a map-of-the-United-States, which we sell with our atlas at \$7.50 each for-the smallest, and \$13.00 for-the largest. If-you-have-no necessity for an-atlas the size of-this sample which-you-will receive, you-may ship it back to-us and we-will ship-you-the largest size. We-will pay all-charges.

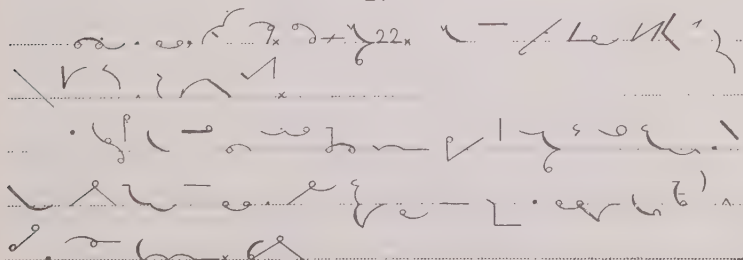
In-this-way you-may see just what they-are and easily decide just what size will suit you, and-at no risk.

We-hope to-do some business with-you in-these maps, which-are-the best to-be had.

Yours truly,

(111 words)

17



(17)

Messrs. Sampson & Sons,
Lowell, Mass.

Sirs:

I-have-yours-of-the-22d. I-have given Harry Jackson charge-of-the-job on-the sewer pipe deal here, and I-think he-will-be all-right.

The officers-of-the-city have given-us some annoyance and-it-is-impossible to-make satisfactory time, nevertheless with-the influences we-have-now and by being respectful and-having common sense and reason, we-think-they-will soon come to-take a sensible view and-thus see how serious a mistake they-may-make.

Yours respectfully,

(88 words)

Lesson XIII

DISJOINED AFFIXES AND COMPOUND WORDS

78. Ing, Ing-the.—A dot may be used at the end for ing when the stroke ng is not so convenient. A slanting tick in the place of the dot is ing-the. A circle-s written in the place of the ing-dot is ings, and may be used for ing-his or ing-us. See lines 1, 2, 3, 4, in the exercise, paragraph 81, to be read. Ing is best expressed by the ing-stroke in some words. See lines 6, 7 and 8, paragraph 81.



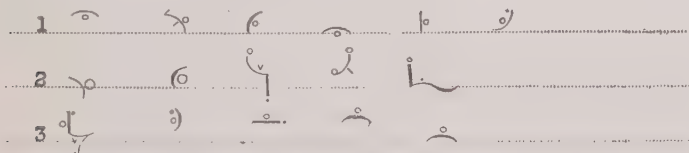
doing, doings, doing the, paying, paying the, paying us, sayings.

79. Com, Con, Cog.—A dot at the beginning of an outline is con, com or cog. See lines 8, 9 and 10 in the exercise, paragraph 81. When con, com or cog occurs in the middle of a word or phrase, the part before the syllable may be written near the beginning of the last *part* so that the break expresses con, com or cog. See lines 11 and 12, paragraph 81.



confide, convey, compile, unconfiding, accompany, recognize, continue.

80. Self, Selves, Self-con.—The circle-s, which is usually joined to the outlines for *her*, *him* and *my* to add the suffix *self*, may be placed midway before a stroke to prefix *self*, or midway after to add *self*. The circle-s may be written in place of the con or com-dot for self-con or self-com. The large circle written midway after a stroke, adds *selves*, but in the case of *ourselves*, *yourselves*, *themselves*, it may be joined at the end. See paragraphs 58 and 70.



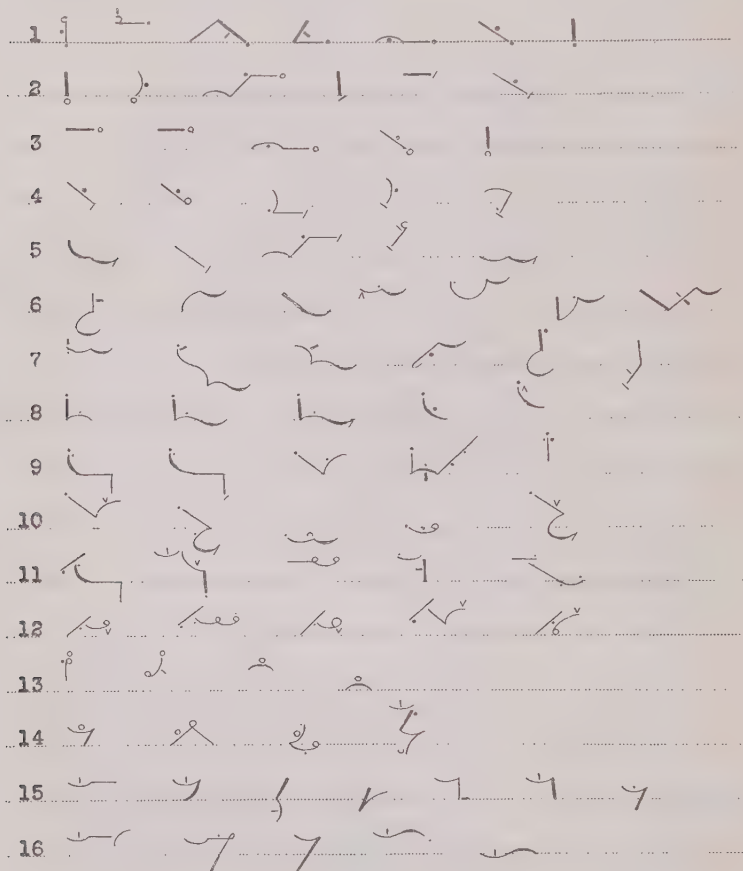
1. Myself, herself, yourself, himself, itself, selfish.
2. Ourselves, yourselves, self-confiding, self-conscious, self-condemning.
3. Self-denial, self-case, self-giving, self-important, self-improvement.

81. Compound Words.—Compound words are written as phrases without lifting the pen, but where the parts, when joined, form an awkward outline or one that is too long, they may be written separately and indicated as compound words by a *dash* (two parallel ticks) between the two parts.



fish-oil fire-escape cash-box hair-dye ship-wreck wide-awake

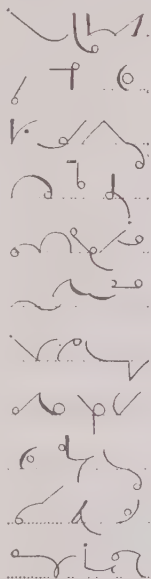
Analyze and practice the following:



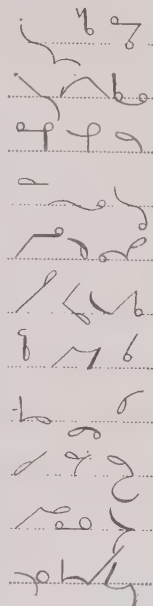
NOTE.—Refer to paragraphs 52 and 65, if the words of lines 15 and 16 are not familiar.

All of the following words are contained in the business letters at the end of this lesson, to be read and written.

company
advice
demurrage
charges
caused
themselves
delay
answer
repairs
always
autos
desiring
smaller
specify
recognize
many
leaving
weeks
compel
else
factory
services
possessed
thorough
yourself
self-denial
affairs
salary
justify
selfish
scarcely
continue
Smith



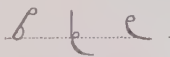
conform
ideas
sketches
compare
help
designs
succeed
insist
store
stock
immense
furs
rugs
west
smallest
rarest
cheapest
varieties
widest
range
choice
utmost
stamps
steel
Story
Stanley
Sterling
earnest
success
avail
ourselves
temporary
agency



Word-signs

NOTE.—The following word-signs are all contained in the letters to be read and written at the end of this lesson.

suggest
whatsoever
several



manuscript
respects
anxious



charge-d
change-d
charges, changes



because
comes
things



next
longest
commonest



is as, is his
as has, has his,
as is



All of the following phrases are contained in the letters at the end of this lesson, to be read and written. Phrase *for him*, but do not phrase *for me*. Distinguish between *New York City* and *in your city* by position.

we have yours
asking us
paying the

ship you
as soon as
we may have them

if the
by you
where you

would be receiving the
would make
we would say

for demurrage
we will mail you the
ship us the

bills of lading
bill of lading
bill of sale

New York City
in your city
to satisfy you

those who
you should
write us

desiring us
to exchange
similar make

we think
we have one
to suit

but you should
how you
wish us

giving us
I am sorry
so many

it makes it
to think
for several

these things
ask you
to allow

some one
to represent you
in case the

of exchanging the
it would be
for him

some respects
if you are
if he will

I think they will
in making his
in having the

we have yours of the 18th
and we
on your

next time
you are in the
such as

in no city
as well as the
give you the

we are anxious
show you the
you have seen

state you have seen
we must
for the way

you are doing
to make it
he should be

we would be willing
next January
if you think

it would
if it is impossible
for you

Distinguish between the phrases *in any case* and *in no case*. The sign for *in* and *any* is the same and in the same position, so that *in any case* should not be joined as it will be read as *in no case*.

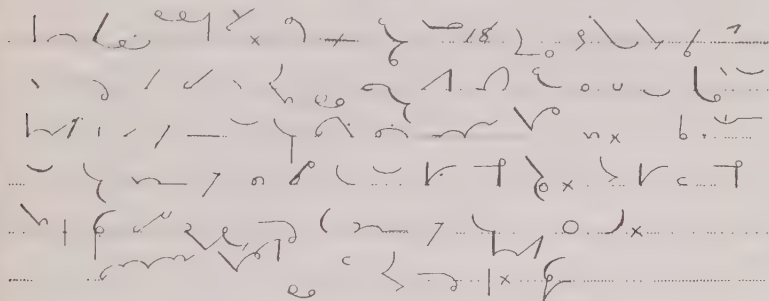
in no case

in any case

Business Letters

NOTE.—The following letters contain the words, word-signs and phrases of this lesson.

(18)



Mr. T. M. Johnson,
Cincinnati, Ohio.

(18)

Sir:

We have yours of August 18th, asking us as to the company paying the charges on the two cars which we are to ship you as soon as we may have them ready, and will say we have as yet no advice of any demurrage, but should a charge come in for it we will pay same and mail the bills to you.

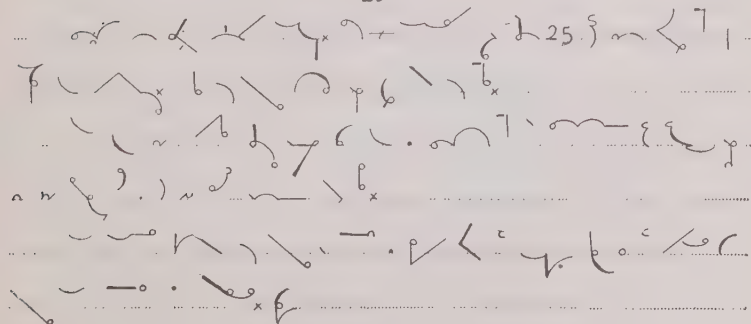
It is an uncommon thing for them to make a charge, as you suggest, for any delay caused by themselves. If the delay were caused by you at your city, where you would be receiving the cars, they would make a charge for demurrage, as is usual.

We will mail you the bills of lading as soon as we ship the cars out.

Yours truly,

(125 words)

19



Mr. Samuel M. Jessup,
Omaha, Neb.

(19)

Sir:

In answer to-yours of-December 25th, we-would-say you-may ship-us-the auto at New-York-City for repairs. It-is our purpose always to-satisfy those-who buy our autos.

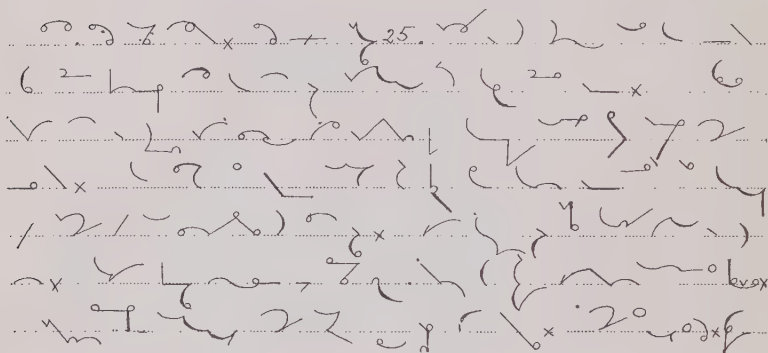
If, however, you-should write-us desiring-us to-exchange yours for a smaller auto of similar-make, we-think we-have-one to-suit you, but-you-should specify-the size and say how-you wish-us to-make up-the seats.

In any-case it-will-be our purpose to give-you a satisfactory job, with no-delay whatsoever, as we recognize your purpose in giving-us the business.

Yours truly,

(109 words)

(20)



Messrs. Simms & Sayers:
Natchez, Miss.

(20)

Sirs:

I-have-yours-of-the-25th, and I-am-sorry to say so-many things have come up this week it-makes-it impossible for me to-think of-leaving here for-several weeks to-come.

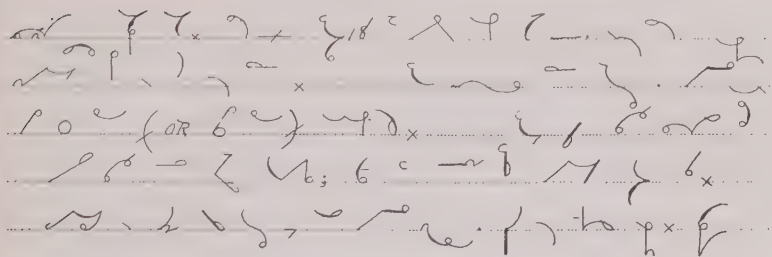
These-things compel me to ask-you to-allow some-one else to-represent-you at-the factory, in-case-the subject of-exchanging-the machinery comes up. If Smith is back in-New York, I-think it-would-be safe for-him to-go, because of-his having had charge of-machinery which in some-respects was similar to-this. He-will conform to-your ideas if-you-are willing to use him. If-he-will take-this manuscript and-the sketches you-have and compare them, I-think-they-will help-him in-making-his designs.

I-hope you-may succeed in-having-the machinery in-shape soon to-suit your purpose. The machinery is-as new as ours.

Yours truly,

(154 words)

(21)



(21)

Mr. Samuel Stamps,
New York City, N. Y.

Sir:

We-have-yours-of-the-18th and-we respectfully insist on-your coming to-our store the next-time you-are-in-the city to see our stock.

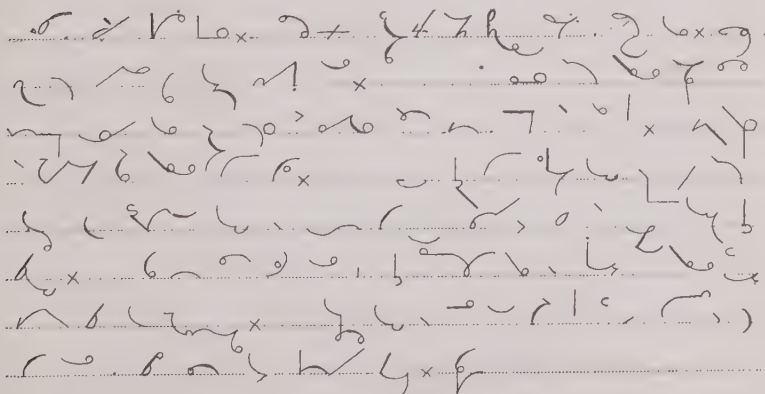
We-have an immense stock of-furs and rugs now, such-as is seen in-no-city of-the West. We-have-the largest as-well-as-the smallest sizes, the rarest as-well-as-the commonest and-cheapest varieties; thus we give-you-the widest range for-your choice.

We-are-anxious to show-you-the best furs and-the longest rugs you-have-seen, and shall-do our utmost to-satisfy-you.

Yours truly,

(105 words)

(22)



Messrs. Steel & Story,
Dallas, Texas.

(22)

Sirs:

We-have-yours-of-the-4th, in-which-you state-you-have-seen Stanley and Sterling for-us. We-must say you-have our earnest thanks for-the-way you-are-doing things.

The success of-our business in-your-city seems to-make-it necessary for-us to-avail ourselves of-the services of-somebody who-may give it all of-his time. He-should-be possessed of a-thorough-knowledge of-this business, like yourself.

We know it-would-be like self-denial for-you to-take charge of-our affairs; however, we-would-be-willing for-you to name your own salary to-the first of next-January, if-you-think it-would justify-you. This may seem selfish in-us, but it-would scarcely pay us to continue-the business with new help just for a-few-months.

If-it-is-impossible for-you to give-us any of-your-time, we should like-you to use your influence, and suggest somebody for-the temporary agency.

Yours truly,

(172 words)

Lesson XIV

FINAL HOOKS, N-HOOK AND F-V-HOOKS

83. F-V-Hook.—A small final hook on the circle side of straight consonant strokes adds f or v. Vowels are placed to the stroke as if the hook were not used. The consonant expressed by the hook is read last.

pf	bf	tf	df	chf	jf	kv	gv
puff	beef	tiff	deaf	chief	Jeff	cave	gave

84. N-Hook.—A small final hook on any straight stroke on the opposite side from that of the f-v-hook, and on the concave side of any curved consonant stroke, adds n.

pn	bn	tn	dn	chn	jn	kn	gn	fn	vn
pain	bean	tin	den	chain	Jane	cane	gain	fine	vain
thn	sn	shn	ln	rn	nr	mn	nn	hn	
thin	assign	shown	loan	urn	run	mean	nine	hewn	

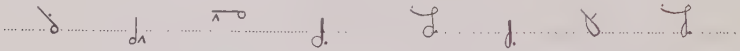
85. The s or z may be added to an f-v-hook by writing the circle-s inside of the hook. On the curved strokes only, the circle-s is written within the n-hook.

paves	caves	chiefs	beeves	fines	vines	means	shines

On straight line n-hook strokes, when s or z ends a word after the n-hook, write the small circle in the place of the n-hook for ns or nz.

pains	tense	opens	spines	assistance	expense

86. The large circle, the st-loop and the str-loop may be written in the same way as the circle-s above, to add ses, sez, st or str after the n-hook, for nses, nsez, nst, nsd, nster.



pens towns coins dances instances danced punster instanced

87. After curves the large circle cannot be added to the n-hook, but the n-stroke must be used instead of the hook, and the large circle or loop joined to the stroke.



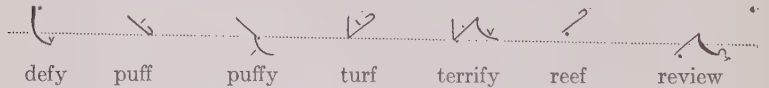
minces evinces offenses offensive announces

88. **Between Strokes.**—The n-hook or the f-v-hook may be used in the middle of an outline when convenient to join.



define deafness defeat scoff rival Spanish finish Danish

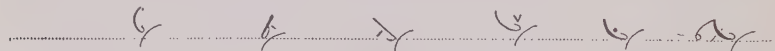
Use the stroke for f or v when a word ends with a vowel preceded by f or v. Use the hook when f or v is the last sound in the word.



Practice the following:

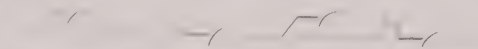
soften		towns		tariffs	
stolen		disperse		terrify	
sustain		impudence		toughness	
stiffen		happens		divine	
tinge		wagons		diver	
minnow		witnesses		poverty	
ammonia		lonesome		behaves	
arena		spinster		heaves	
earn		skiff		defense	

89. **Suffixes.**—The stroke l may be written detached and slightly below to express ly, when more convenient than to join it to the n-hook.

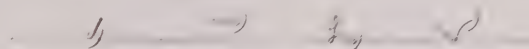


thinly justly openly finely vainly slovenly

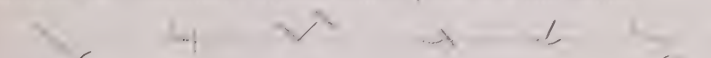
The *i* may be written detached in the same way after *sign*, signs and contractions to express *ly*.


commonly peculiarly regularly irregularly

Detach *sh* for the suffix *ship*.



generalship kinship statesmanship fellowship


Arty, *Ality*, *Icity*. These suffixes are expressed or detached by the consonant stroke which precedes the suffix.


popularity fatality barbarity nobility geniality formality

90. Prefixes. The prefix is written detached before the first letter of a word, midway the stroke, prefixed stroke, as in *circumstance*.

The *m* is written detached over the following stroke, prefixed *magna* or *magni*, as in *magnify*.

circumstance 

circumstances 

circumstanced 

circumstantial 


circumnavigate 

magnify 


magnificence 

magnanimously 

magnifying 

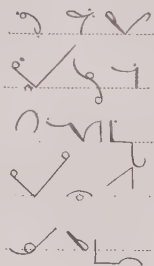
magnanimity 

91. Position Writing. A word composed of two syllables and a final *x* is considered a long outline. Such outline, if a printed word, may be written in second position regardless of the accented vowel. See paragraph 25.


tinge renown violin Spanish finish pincers

All of the following words are contained in the letter for the Reading and Writing Exercise at the end of this lesson.

concerning
Stanley
stubborn
superior
officers
annoyed
also
inability
dictation
superiors
himself
right
necessary
best
outcome



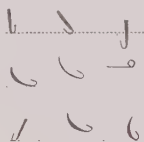
dismissing
lose
nothing
work
charge
leave
decide
enough
loyal
company
confidence
power
recognize
circumstances
position



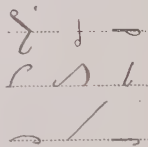
Word-signs

NOTE.—All of the following word-signs are contained in the letter for the Reading and Writing Exercise at the end of this lesson.

differ-ed-ent-ce
been
had been
have been
often
because
general-ly
even
than

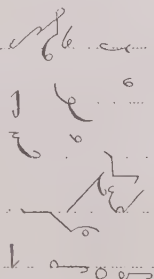


subjection
at once
against
alone
whereas
whichever
man
rather
can

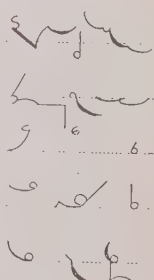


All of the following phrases and some not in this list are in the letter following this list.

we are in receipt of
yours of the 6th
we knew
he had been
for several
with his
and we have been
of his
to take the
to keep himself
rather than
we think you are
do the
you can
as soon as you



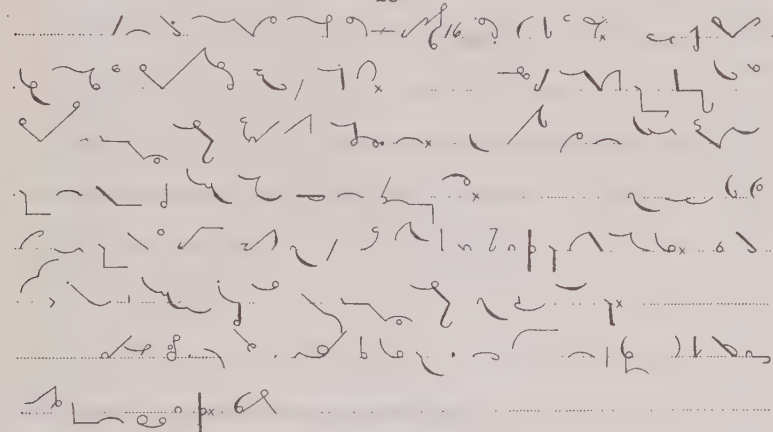
we would be willing
at once
if you have no
which would make it
you have
no one
we shall
with us
he has
in his
how necessary
it is
for us
to have
this time



Reading and Writing Exercise

NOTE.—The following letter contains all of the word-signs and phrases and a great many of the words of this lesson. It is a good review.

23



(23)

Mr. J. M. Payne,
Minneapolis, Minn.

Sir:

We are in receipt of yours of the 16th concerning your difference with Stanley. We knew he had been stubborn for several months with his superior officers, and we have been much annoyed also.

Because of his general inability to take the dictation even of his superiors, and to keep himself in subjection, we think you are right in dismissing him. However, rather than lose him, even now we would be willing to take him back at once, if you have nothing against him which would make it impossible.

You have no one than yourself alone now to take up his work, and whereas you have charge, we shall leave it to you, and whichever you decide to do will be enough for us. He has been loyal to the company, but if you have no confidence in his power to keep himself in subjection, you have but one thing to do.

You recognize the circumstances and our position, and how necessary it is for us to have a man like him at this time, so do the best you can and write us the outcome as soon as you decide.

Yours respectfully,

(194 words)

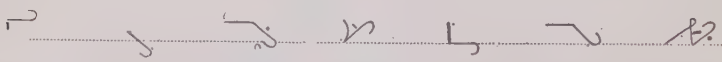
Lesson XV

THE SHUN HOOK


92. A large final hook represents the syllable shun, variously spelled tion, sion, tian, sian, cion, cian, shion. It is written on the concave side of curves.


fashion lotion session mention vision revision recognition


To straight strokes, not preceded by a circle, loop or curve, the shun-hook is written on the opposite side from the accented vowel, except after t, d, ch, j.


caution passion occupation assertion diction caption restoration

After t, d, ch, j, when not preceded by a circle or loop, the shun-hook is written on the right regardless of the accented vowel.


addition invitation agitation optician expedition

When a straight stroke is preceded by a circle, loop or curve, the shun-hook is written on the side opposite the circle, loop or curve.

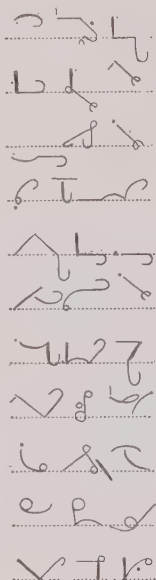

station constitution suspicion selection affection exception

In the middle of an outline, the shun-hook may be written on either side of straight strokes.

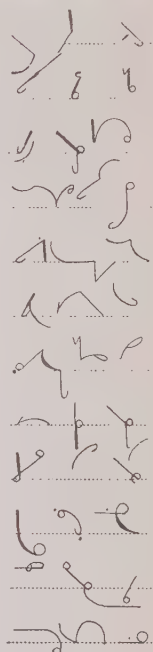

stationery auctioneer cautionary executioner

All of the following words are contained in the letters to be read and written at the end of this lesson. Practice each word and analyze while writing it, and the letters will be easy to write.

ambition
 occupation
 dictation
 education
 disposition
 opposition
 inaction
 hesitation
 compensation
 consolation
 accommodation
 accumulation
 reputation
 diction
 connection
 recognition
 selection
 composition
 commendation
 admiration
 cogitation
 operation
 circumstances
 honestly
 confess
 responsibility
 magnify
 season
 system
 necessary
 borne
 caused
 delays



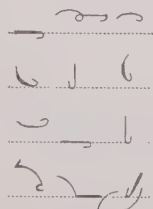
push
 ditch
 open
 higher
 wages
 ideas
 generalship
 Boston
 dealers
 New Orleans
 highly
 situation
 ahead
 factory
 enough
 justify
 help
 fine
 conservative
 itemized
 list
 home
 Tuesday
 positively
 desirous
 line
 possession
 advices
 concerning
 excessive
 costs
 specific
 charges
 cars
 failure
 excess



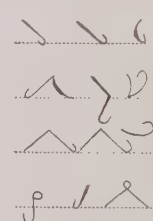
Word-signs and Contractions

NOTE.—All of the following word-signs are contained in the letters to be read and written at the end of this lesson. Some of them have already been learned, but are given again as they are contained in the letters to be written.

again
 mistaken
 men
 have been
 ten
 within
 opinion
 can
 whatever
 herewith
 irregularity
 generalship



upon
 above
 then
 wherever
 objection
 association
 representative
 representation
 information
 satisfaction
 general-ly
 respect-ed-ful-ly



All of the following phrases and a few more are contained in the letters at the end of this lesson, to be read and written. The

more the words, word-signs and phrases are practiced by actually writing them, the easier will the writing exercise be, and the more thorough will the principles of the lesson be learned.

of those who
writing the
we know the

we must
we were
as to your

at this season of
the year
should work

should have been
it is necessary
within the next

ten days

so as to
in the wet

rather than
we would be willing
for this time

I have yours of the 18th
Kansas City, Mo.

I wrote you

making the
this year
to hear

how we

I am
yours respectfully

a few
here the
first of the month

I have seen
most of the dealers
and they

give us the
for next year
as the

I have been
I think we
go ahead

run the
six months
it may be

to have them
to justify us
we can do

we can make
whatever you can
in view

representative of
the home office

before the first
I must
all the

we are in receipt of
yours of the 13th
give you

this case
in this office
any advices

we have never
concerning the
with these cars

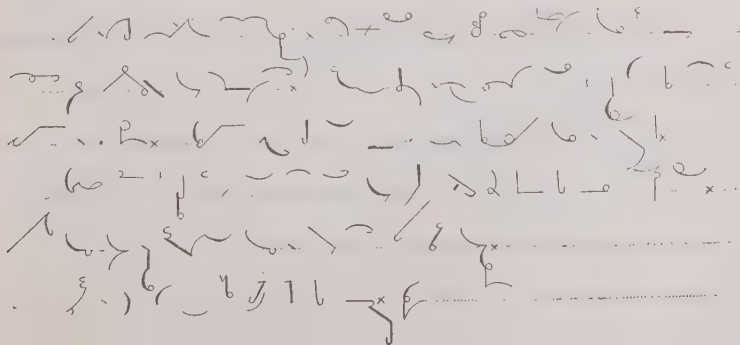
it was no
of ours
any way

caused the
no one
taking the

with the association
and we know
at once

Reading and Writing Exercise

NOTE.—The following writing exercises contain all of the words, word-signs, and phrases given in the three preceding lists of this lesson, and many other words and phrases previously learned. It is a review as well as practice.



(24)

Mr. H. Alden Murphey,
Memphis, Tenn.

Sir:

Since we-know-the circumstances, we-must honestly confess we-were again mistaken as-to-your responsibility-for-the irregularity-of-the-men. We-hav e-no-desire to magnify small things, but at-this-season-of-the-year it-is important we should-work to a system. This-work should-have-been done long ago, and now it-is-necessary for-us to push it.

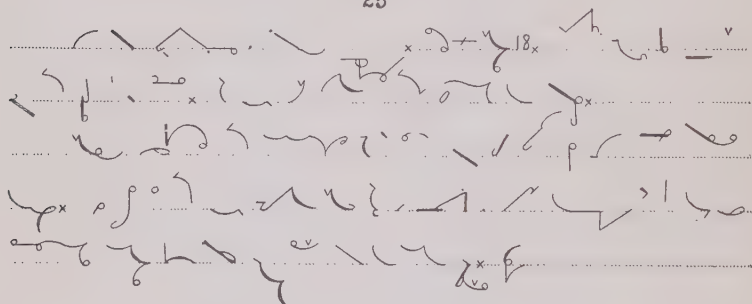
Within-the-next week or ten-days we should, in my opinion, have-the ditch open so-as-to take whatever comes in-the-wet season. Rather-than have-you fail to-do-this we-would-be-willing for-you to pay-the men higher wages for-this-time.

We-wish-you to use your own ideas and-generalship, and-do whatever can-be-done.

Yours truly,

(133 words)

25



(25)

L. B. Hopkins & Co.
Kansas City, Mo.

Sirs:

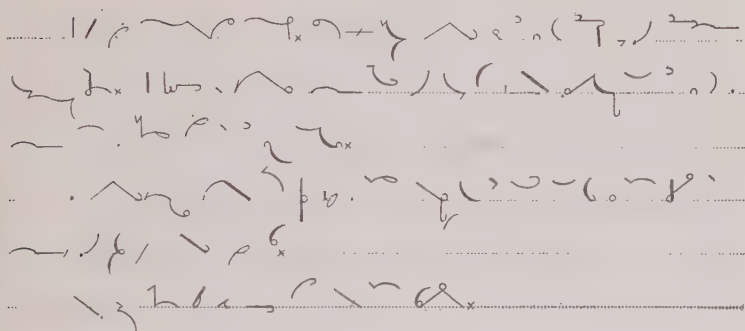
I-have-yours-of-the-18th. I-wrote-you a-few days ago I would-be here ten-days or two weeks. I-think now I-shall leave here-the first-of-the-month, for Boston.

I-have-seen most-of-the-dealers here in-New-Orleans and-they all seem to-be generally highly satisfied and-will give-us-the business for-next-year. As-the situation is here now, and-whenever I-have-been, I-think-we should go-ahead and run-the factory all-the time for-the next six-months; nevertheless, it-may-be best to-have-them sign up for enough to-justify-us.

Yours truly,

(112 words)

26



(26)

Mr. T. J. Allan,
Minneapolis, Minn.

Sir:

I-have-your representation as-to what you think we-can-do and-the showing we-can-make for-the-month of December. Do whatever-you-can to help-us make a-fine showing for-the year, but be conservative in what you say and make me an itemized list of what you-have in-view.

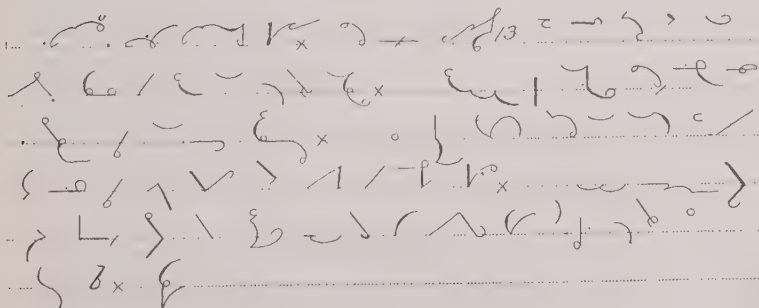
A representative-of-the-home-office will-be here Tuesday before-the-first, and I-must positively have all-the information in then, as I am desirous of making-the showing this-year much above last year's.

Hoping to-hear on-time just how-we can line up, I-am;

Yours respectfully,

(109 words)

(27)



Messrs. Williams & Wamsley, (27)
Wilmington, Del.

Sirs:

We-are-in-receipt-of-yours-of-the 13th, and-we give-you herewith all-the information respecting this-case which we-have in our possession in-this-office.

We-have-never had any-advice concerning-the excessive costs and specific charges in connection with-these-cars. As it-was-no failure of-ours in any-way, we rather think-the excess charges should-be borne by-the road which caused-the delays.

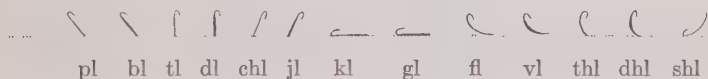
No-one can-make objection to-your taking-the subject up with-the-association, and-we-know upon your representation they-will see at-once our position is fair and-just.

Yours truly, (107 words)

Lesson XVI

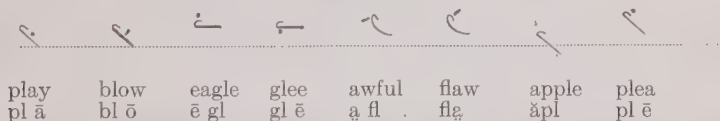
INITIAL HOOKS—DOUBLE CONSONANT STROKES

96. L-Hook.—A small initial hook on the circle side of all straight strokes and f, v, ith, dh (the) and shay, indicates that the sound of l follows the stroke to which it is attached, with no vowel between. This is called the l-hook, and the strokes with the l-hook are called double consonant strokes, because they express two consonants.



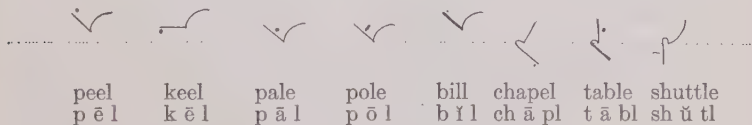
The shl is always written up, and is never used standing alone, as it would likely conflict with shn. Shay is always written up, and the l-hook is always at the beginning, giving the form shl.

97. Vowels.—When a vowel is placed before a hooked stroke, it is read before both consonant sounds; and when placed after, it is read after both consonants, as in *play*, *blow*, *eagle*, in which pl, bl, gl are read together before or after the vowel.

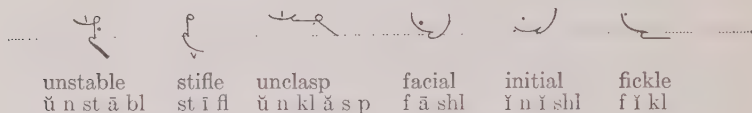


It is not necessary to indicate the obscure vowel, as u in the word *awful*.

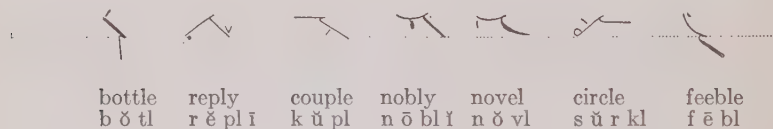
98. Stroke-L.—When a distinct vowel precedes l, use the stroke, but when no vowel sound or an obscure vowel sound is between l and the preceding stroke, use the l-hook.



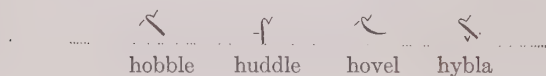
The l-hook is used between strokes or in the middle of an outline.



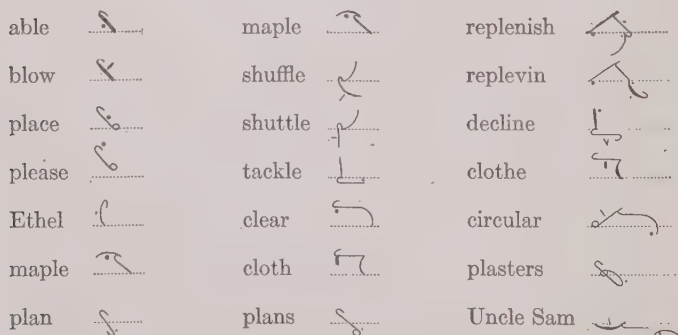
99. Imperfect Hooks.—The l-hook between strokes in the middle of an outline is often necessarily formed imperfectly, and yet is perfectly legible.



100. H-Tick.—The tick for h may be used before the l-hook.

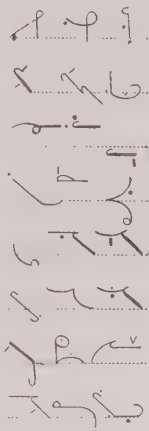


Analyze and practice the following:

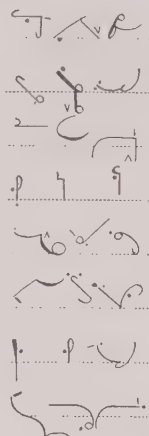


All of the following words are contained in the letters for Reading and Writing Exercise at the end of this lesson.

receipt
necessity
waiting
Hubble
proper
attention
misgiving
eagle
glue
company
stock
shares
few
Cable
Noble
plan
enough
enable
obtain
system
likely
couple
securing
application



Clayton
reply
suggestion
apples
besides
initial
week
along
lookout
stating
white
wheat
invoices
sorry
concern
wrong
completion
compilation
data
state
official
form
cars
looking



Word-signs and Contractions

NOTE.—All of the following word-signs are contained in the letters for the Reading and Writing Exercise at the end of this lesson.

comply
people
apply
belong-ed
able
belief-ve
until
tell, till, it will
deliver-y-ed



call
difficult-y
balance
follow-ed
full-y
value
twelve, it will have
capable, ility
California



Special Forms and Phrases

oblige
inclose
inclosure



please advise us
we inclose
in closing the



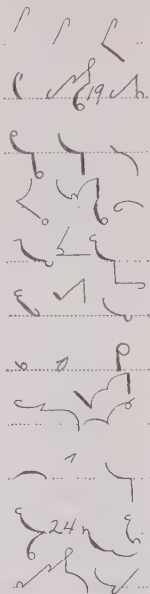
The circle-s may be added to hooked word-signs for *as*, *has*, *is*, *his* or *us*, when convenient, the same as to other words. The *ns* may be added to express *ence* or *ance*, and enlarged to add another *s* or *z* sound.



balances deliverance delivered his tell us

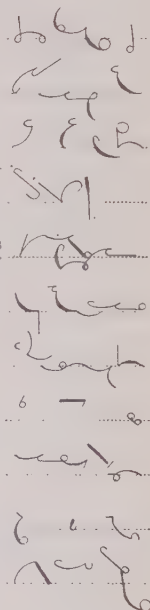
All of the following phrases are contained in the letter to be read and written, at the end of this lesson."

each will
which will
which will be
they will [of the 19th
we are in receipt of yours
we wrote you
several days
have had
to our
shipping us
if you will do this
we may
and have you
each week
we have taken
we believe
all right
for you
to us
the first
as said
when the car
mail us the
bill of lading
may be
on the
for it
we have yours of the 24th
but you have no
we thank you
{ you are in receipt
of our
for we are



it seems
these invoices
at once
we will wire
enclose them
we have
we shall
with your
value of the system
{ completion of the
compilation
of the data
which will enable us
they will most likely

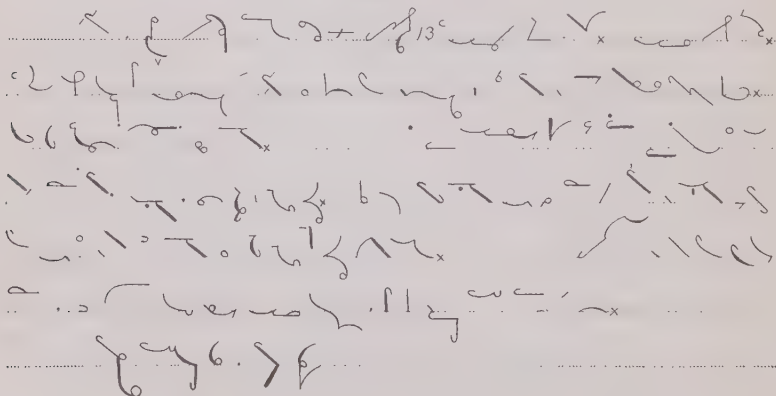
have it
and we have no
we enclose
we see no
next month
it may be
he is
give the
as to his
in closing the
buying the
and some
of those
who have
a few
will be
when you
please advise us



Reading and Writing Exercise

NOTE.—The following letters contain all of the words, word-signs and phrases of this lesson given in the four preceding lists. If those are all practiced properly, the letters will be very easy to read and to write.

28



(28)

Messrs. Hopple & Stiefel,
Riverside, Calif.

Sirs:

We are in receipt of yours of the 13th, with enclosure of check and bill. We enclose receipt herewith. We see no necessity for waiting until next month on Hubble, as it may be fully two months before he is able to give the business proper attention. Even then we have some misgiving as to his capability.

The difficulty in closing the deal with the Eagle Glue Company is in buying the stock belonging to Cable and some of those who have but a few shares. It is our belief, Cable now has the stock which belonged to Noble, and the plan followed now is to buy what Cable has, and then a few odd shares will be enough.

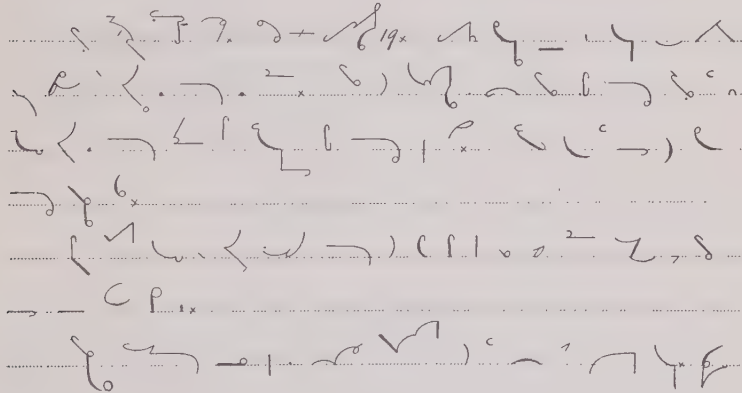
We are willing to pay full value for the stock, and would like for you to sign the enclosed form and deliver it to Clayton when you call on him.

Please advise us when you have done this, and oblige,

Yours truly,

(162 words)

29



(29)

Messrs. Appel & Herpel,
Clinton, Mass.

Sirs:

We are in receipt of yours of the 19th. We wrote you several days ago but have had no reply to our suggestion of shipping us a car a week. Please say if you will do this, and we may place twelve cars of apples with you

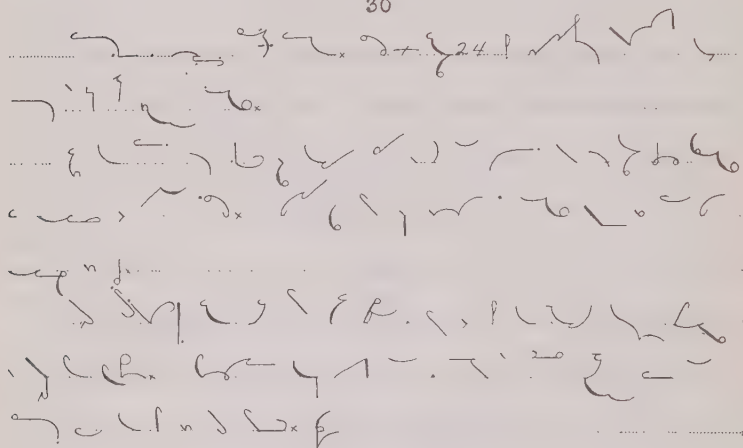
and-have-you ship a car each-week until we-have-taken twelve cars, at least. We-believe, however, we can use several cars besides these.

It-will-be all-right for-you to ship-the initial car so they-will deliver it to-us the-first week in-January, and-the balance can come along as-said before.

Please-advise-us when-the-car goes out and mail-us-the bill-of-lading so we may be on-the lookout for-it.

Yours truly, (133 words)

30



(30)

Messrs. Clark & Macklin,
San Jose, Calif.

Sirs:

We-have-yours-of-the-24th, stating you-are-in-receipt-of-our bill-of-lading for-the car of white wheat, but-you-have-no invoices.

We-thank-you for calling our attention to-this, for-we-are sorry to say, in looking up our files, it-seems these-invoices were enclosed to-the wrong concern. We-will-wire those people to-day to-mail the invoices back to-us, when-we-will enclose-them to-you-at-once.

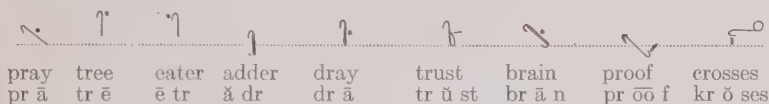
Upon-the completion-of-the-Compilation-of-the-data we-have, we-shall comply with-your suggestion and apply to-the state for an-official form which-will-enable-us to obtain-the full value-of-the-system. They-will-most-likely have-it ready in a couple of weeks and-we-shall-have-no difficulty in securing one for delivery to-you upon application.

Yours truly, (148 words)

Lesson XVII

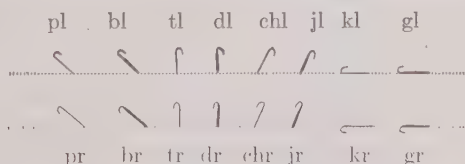
INITIAL HOOKS—DOUBLE CONSONANTS—Continued

101. R-Hook.—A small initial hook on straight strokes, on the opposite side from that of the l-hook, indicates that the sound of *r* follows the stroke to which it is attached. This is called the *r*-hook, and the strokes with the *r*-hook are called double consonants, because they express two consonants together, as in the words *pray*, *tree*, etc., in which *pr*, *tr*, are read together with no vowel between. The vowels are placed and read the same as with the *l*-hook strokes.

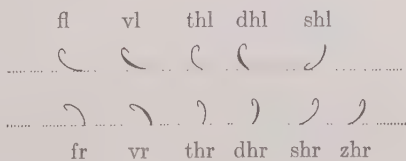


NOTE.—It is not necessary to express an unaccented or obscure vowel, as *e* in *adder* and the second *e* in *eater*, above.

102. It will be noticed that the *r*-hook on the straight strokes is the *l*-hook turned over or inverted sidewise. For instance, *pl* turned over is *pr*, just as if a piece of wire with a small hook at the top end of it held like *pl* were turned over, it becomes *pr*. Compare the *l*-hook and the *r*-hook on straight strokes.



103. In the same way, the *r*-hook on the curved strokes, *f*, *v*, *th*, *dh*, *zh*, are the curves with the *l*-hook turned over sidewise, except that *shr* is *shl* turned over endwise. Compare the curve hooked-strokes.



104. As stated in paragraph 96, shl is always written up and is never used standing alone, but must be joined to some other stroke. The shr is always written down and is used standing alone or joined to other strokes. These hooks may be used between strokes or whenever convenient, as in *loafer*.

awful	offer	Ethel	three	flake	freak	loafer	thrust
ə fl	ō fr	ě thl	thr ē	fl ā k	fr ē k	l ō fr	thr ũ st

When a distinct vowel sound precedes r, use the r-stroke; but when no vowel or an unaccented or obscure vowel comes between r and the preceding consonant, use the hook.

tire	try	pair	pray	far	free	over	pleasure
t ī r	tr ī	p ā r	pr ā	f ā r	fr ē	ō vr	pl ē zhr

Imperfect Hook.—Between strokes it is necessary in some cases to form the r-hook imperfectly, yet there is always enough of the perfect hook so as to be perfectly legible.

checker	dauber	Dover	cheaper	tiger	meager
ch ě kr	d ā br	d ō vr	ch ē pr	t ī gr	m ē gr

105. **H-Tick.**—The h-tick may be written before the r-hook, when more convenient than hay.


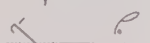
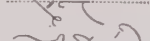


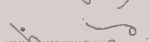













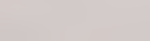

heater	hatter	hither	hitherto	Hoosier	hatcher	huger
h ē tr	h ă tr	h ī thr	h ī thr to	h ō ō zhr	h ă chr	h ũ jr


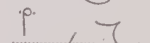
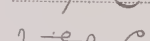

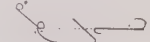



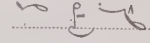
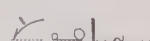
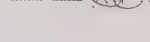

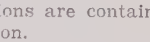

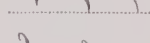






NOTE.—The sign for to is attached to *hither* for *hitherto*.

Analyze and practice the following:

dream		vigor		harbor	
pressed		badger		victor	
April		poultry		hotter	
critic		throng		hater	
prefer		major		depravity	
preference		river		diagram	


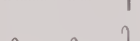



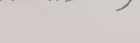
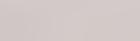

All of the following words are contained in the letter to be read and written at the end of this lesson.



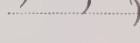





favor	
gone	
item	
proposition	
carefully	
least	
manager	
firm	
offer	
consultation	
deprive	
accomplish	
papers	
enclose	
names	
steamer	
west	
likely	
coast	
route	
passage	
discussed	
disposed	
annoyance	

overlooked	
absence	
business	
city	
charge	
nothing	
transaction	
exclusive	
sales	
specific	
pushing	
correction	
Thursday	
vessels	
star	
Chester	
Rochester	
stops	
almost	
Stoner	
invoiced	
whole	
success	
Dennison	

Word-signs and Contractions

NOTE.—All of the following word-signs and contractions are contained in the letters to be read and written at the end of this lesson.

doctor	
dear	
during	
duration	
during the	
truth	
appear	
principle-al-ly	
practice-al-ly	
sure-ly	
pleasure	
measure	

over	
every, very	
from	
either	
there, their	
other	
three	
member, remember	
number	
probable-y-ility	
danger	
larger	

Special Forms and Contractions.—The words *probable-y-ility* and *danger*, in the above list, are contractions, to the extent they should be learned as word-signs. Words beginning with the prefix *trans* are contracted by omitting the *n*.

April
barrel
bushel
dear sir
transit
transaction

✓ ✓ ✓
2 3 2

we regret to say
very respectfully
yours very truly
of either
of their
of other

✓ ✓ ✓
2 2 2

All of the following phrases are contained in the letters to be read and written at the end of this lesson.

we have your
we regret to say
of your

2 3 2

there are
a number
of other

2 2 2

in your
to us
during the

2 2 2

we would have the
making the
and then

2 2 2

we see the
which would
we would

2 2 2

names of the vessels
most likely
are the

2 2 2

next Sunday
last of the bales
as soon as the

2 2 2

from the
and the
in charge

2 2 2

of this
of time
for which

2 2 2

we may have the
is the
and it

2 2 2

would be
until you make this
it is probable

2 2 2

we enclose
to receive them
from you

2 2 2

rest of the business
will be
I am

2 2 2

give us
in which case
invoice the

2 2 2

Reading and Writing Exercise

NOTE.—The following letter contains all of the words, word-signs and phrases of this lesson given in the four lists preceding.

31

..... 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

(31)

Dr. Charles Gross,
San Jose, Calif.

Dear Sir:

We have your favor of April 16th and have gone over every item of your proposition very carefully. The truth is, we regret to say, there are a number of other things, three at least, which we remember either your manager or a member of your firm said would appear in your offer to us during our consultation at your office.

The probability is these were overlooked during the absence of your manager from the city, and the party in charge probably knew nothing of this in the transaction.

The duration of time for which we may have the exclusive sales is the principal thing, and it surely would be practically useless for us to begin until you make this specific. It is probable we would have the pleasure of making the business larger, and then we see the danger of your taking some measure which would deprive us of what we would accomplish in pushing it.

We enclose papers for correction, and hope to receive them back from you by Thursday.

Yours very truly, (177 words)

Writing Exercise

NOTE.—The following letter is a review of some of the principles and word-signs learned in previous lessons. Write it in shorthand.

(32)

Mr. H. M. Jackson,
Denison, Tex.

Dear Sir:

The names of the vessels which sail Tuesday are the Star and the Chester. The steamer Star sails west on the first and is most likely to reach Rochester by the next Sunday. She stops at almost all of the coast cities on the route.

Influenced by this advice I suggest passage by this vessel. Use all your influence to have Stoner invoice the last of the bales. The rest of the business will be discussed and disposed of as soon as the invoice comes to the office.

I am in hopes Stoner may give us no annoyance, in which case the whole thing will be a success.

Yours truly, (110 words)

Lesson XVIII

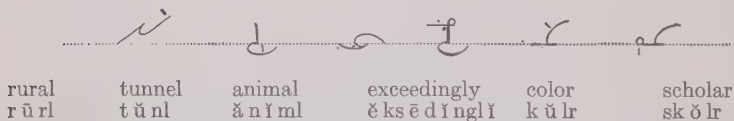
LARGE L AND R HOOKS

106. In Lesson VI the small brief w sign is attached at the beginning of lay, ray, m, n, as a hook, therefore, the small l and r hooks are not to be used on these strokes.

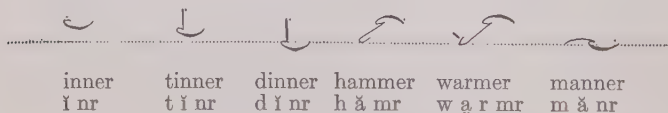
A large initial hook on ray, m, n, ng, indicates that l follows the stroke to which it is attached, as rl, ml, nl, ngl. A large initial hook on lay indicates that r follows the l-stroke, as lr.



The vowels are placed to the strokes to which this large hook is attached the same as to the other hooked-strokes, and read in the same way.




107. **Mr and Nr.**—The small r-hook may be used on m and n, by shading the m and n strokes so as to distinguish mr from wn, and nr from wn. The large hook is used on ng for ngl so as not to conflict with nr.



Practice the following:

spiral 

spinal 


funnel 


flannel 


Schiller 

framer 

family 


nominal 

penalty 


originally 

collar 

grammar 

assignor 

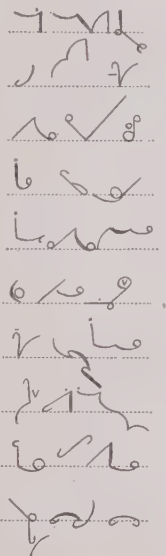
honor 

mineral 


grudgingly 

All of the following words are contained in the letters to be read and written at the end of this lesson.

annoyed
inability
disposition
shown
loyalty
utterly
refuse
superior
circumstances
conditions
placed
necessary
continue
service
willingness
themselves
recognize
exercise
control
favorable
continuance
trial
ahead
inform
witnesses
warn
readiness
positively
marshal
woman



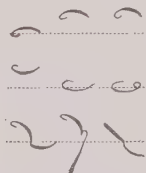
testify
position
entitle
accommodations
relations
almost
managers
loans
enable
carry
hitherto
favor
items
carefully
detail
precise
reduction
possible
allowance
highest
noticed
compare
mention
prices
proposals
telegraph
Wednesday
draw
previously
written



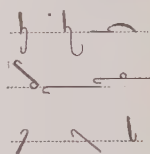
Word-signs and Contractions

NOTE.—All of the following word-signs and contractions are contained in the letters to be read and written at the end of this lesson. Some of them have been given before, and are repeated on account of the importance of their being well learned.

more
Mr.
remark-ed-able-y
near, nor
only
unless
everything
overcharge
behalf



determine
determination
commercial-ly
balance
character
characteristic
larger
practice-al-ly
difference



Special Forms and Phrases

America



American



quality



qualify



in our



in reference (to)



in reply (to)



in receipt (of)



in response (to)



in respect (to)



NOTE.—The *to* is understood following *respect*, *response*, as in the phrases above. The words in parenthesis are understood and not written.

All of the following phrases are contained in the letters to be read and written at the end of this lesson.

we are sorry to say
we have been
by your
disposition of the men
who have
and who
obey their
in which
we are placed
make it
if they
to keep
in subjection
we recognize
from you
how necessary
we hope to have
when we hear
in reference to the
which was
to have it
continuance of the case
as far
it will be
we would be willing
for you
before then
Wednesday of the week
warn you
we must
we will inform the
when the case
you are
we may reach you
when we
to come
you must be
give you notice
who is

in behalf
when you
she has

we are in position
as well as
any one

we will do
we can
in reply to yours of the 23d

we have just
your balances
they are

and have been
in no way
since the

{ in view
of the character
allow you

{ we hope you
may be able
enable us

has been done
as has been done
in our

and in reply
to determine the
in this bill

if it were
we would make you
which makes the

when you come
to think
of it

we believe
will be satisfactory
we hear

from you
in relation
we will draw

Reading and Writing Exercise

NOTE.—The following letters contain all of the words, word-signs and phrases given in the three lists preceding, and are a real review besides.

33

Messrs. Moses, Stark & Co., (33)
Chicago, Ill.

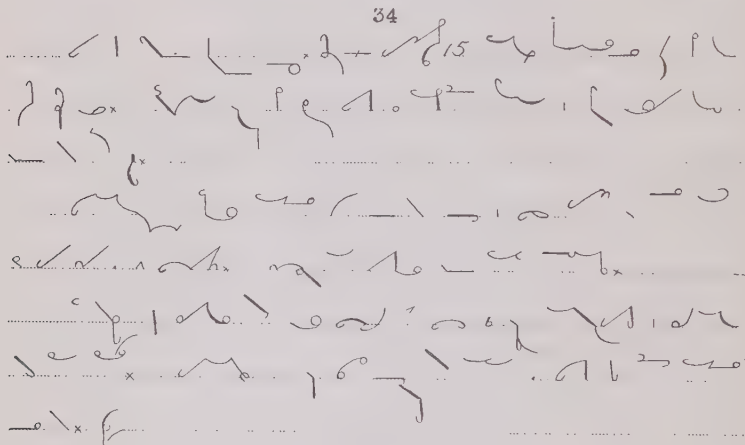
Dear Sirs:

We are in receipt of yours of the 24th. We are sorry to say we have been much annoyed by your inability to make disposition of the men who have shown such a lack of loyalty, and who utterly refuse to obey their superiors.

The circumstances and conditions in which we are placed make it necessary for us to continue them in the service, if they show any willingness to keep themselves in subjection, however, we recognize how necessary it is for you to exercise control over them.

We hope to have more favorable information when we hear from you again.

Yours respectfully, (105 words)



Mr. H. D. Breck, (34)
Topeka, Kans.

Dear Sir:

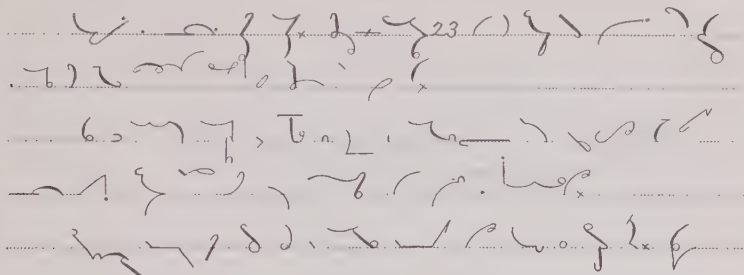
We are in receipt of yours of the 15th, in reference to the continuance of the case which was set for trial Thursday next. We would be willing to have it set as far ahead as Wednesday of the week following, but it will be necessary for you to come up here before then.

We will inform the witnesses when the case will come up again, but we must warn you to give us information as to where you are and how we may reach you. You must be in readiness to come when we give you notice.

We positively had service by the United States Marshal on the woman who is to testify in behalf of the warden, but she has never been seen since. We are in position to do as well as can be done by any one, and we will do whatever we can when the case comes up.

Yours truly, (157 words)

35



(35)

Messrs. Farrell & Campbell,
Jersey City, N. J.

Dear Sirs:

In-reply-to-yours-of-the-23d, will say we-have-just been looking over your-balances and notice they-are and-have-been remarkably-small since-the first of-December of last year.

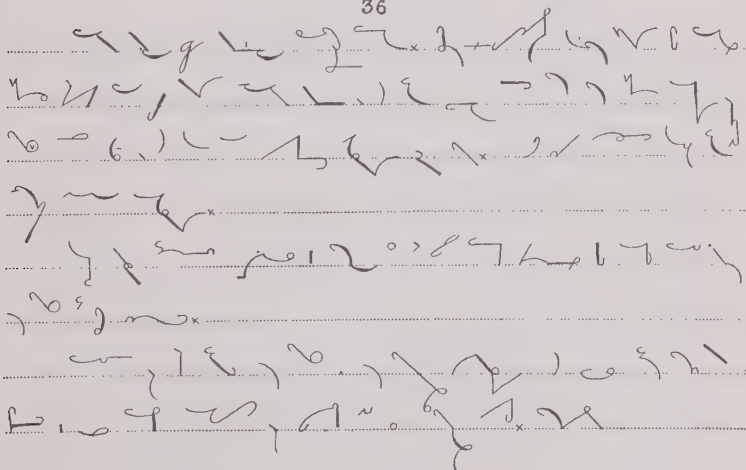
This would in-no-way entitle-you to-the accommodations you ask, but in-view-of-the-character of-our past relations and-your high commercial rating, we feel almost sure our managers will allow-you a continuance-of-the-loans.

We-hope-you-may-be-able to-keep larger balances so-as to enable-us to-carry-the loans for-you, as has-been-done hitherto.

Yours truly,

(105 words)

36



Hon. Abner G. Buckner, (36)
San Francisco, Calif.

Dear Sir:

We-are-in-receipt-of-your favor of-April 12th in-reference-to-the items of-charge in-our June bill, and-in-reply beg to say we-have carefully gone over every item in-detail to-determine-the-precise cost, thus to see if any reduction on-this-bill would-be practical. Surely you-are mistaken if-you-think we-have an-overcharge on-anything in-this-bill.

If-it-were possible we-would-make-you an-allowance, but everything is of-the highest quality, which-makes-the difference noticed when-you compare our prices with-the others you-mention.

When-you-come to-think of-it we-believe our prices and our proposals will-be-satisfactory, so unless we-hear from-you by telegraph before next Wednesday in-relation to-it we-will-draw on-you as previously written.

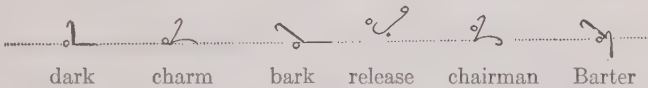
Very respectfully, (145 words)

Lesson XIX

INTERVOCALIZATION OF DOUBLE CONSONANTS

108. Heretofore all hooked strokes have been regarded as coalescents, that is, the hook and the stroke have been read together as pr, pl, fl, fr, with no vowel between the hook and the stroke.

In order to indicate that the vowel is read between the hook and the stroke, in words like *charm*, *dark*, a small circle is written before the hooked-stroke or double consonant stroke, to show that a heavy dot-vowel is to be read between the hook and the stroke. This circle is placed in the position to the stroke which the vowel would occupy.



109. The circle placed after the hooked-stroke or double consonant, in the place of the vowel sign, indicates that a light dot-vowel is to be read between the hook and the stroke, as in words like *telescope* where the first e is to come between the t and l-hook.



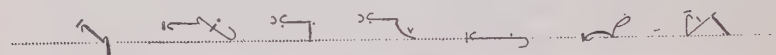
Practice the following, and spell the word as it is written, observing the vowel as indicated to be read between the hook and the stroke.

relic		reliance	
carbon		canal	
marble		railway	
relish		telegraph	
bargain		realizing	
chairmanship		railroad	
rely		relation	

110. When a dash-vowel is to be read between the hook and the stroke, the heavy or light dash-vowel sign is struck through the stroke of the double consonant, at the place where the vowel sign would be placed.


course occurs term divorce learn enroll firm

111. When the first-place or third-place dash-vowel sign, diphthong or coalescent, would come in the way of a hook or circle, the proper sign may be written before the beginning or at the end of the hooked-stroke.



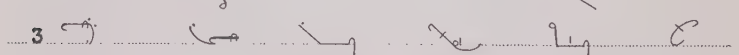
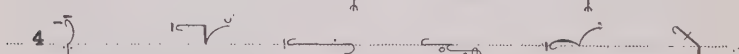

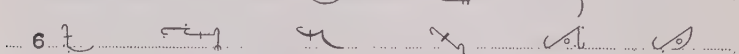
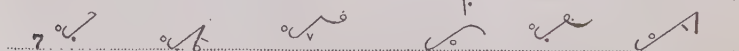

border corporation quality qualify collection moralist tolerable

113. When there is no hook or circle in the way, the first-place and third-place dash-vowel, diphthong or coalescent signs are struck through the stroke.


figure picture authority structure calculation ridicule

114. Intervocalization is not used extensively, as there are few words, besides those given in this lesson, where it would be of advantage. The object of this principle is to avoid what would otherwise be long or awkward outlines in some cases.

Analyze and practice the following:

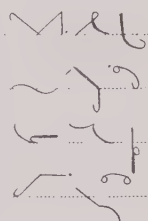
1 
2 
3 
4 
5 
6 
7 

All of the following words are contained in the letter at the end of this lesson, to be read and written.

company
shares
volume
level
mean
firm
willingness
join
ways
many
presume
stock



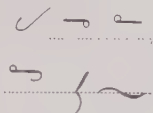
pro rata
receive
division
money
obtain
concern
figure
enough
outside
working
power
seems



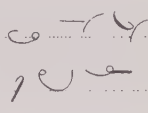
Word-signs and Contractions

NOTE.—All of the following word-signs are contained in the letter at the end of this lesson, to be read and written.

real-ly, rely
organize
signify-ed-cant
signification
advantageous
among



unless
commonly
evenly
larger
sufficient
insignificant



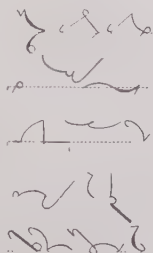
Special Phrases



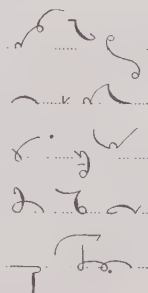
with ours with reason with reference (to) with respect (to)

All of the following phrases are contained in the letter at the end of this lesson, to be read and written.

I have yours
with respect to the
with reference to the
as the
if you really
among the
and will take
any one
from the
you may rely
I think
it would be
members of the firm
I presume the
and then



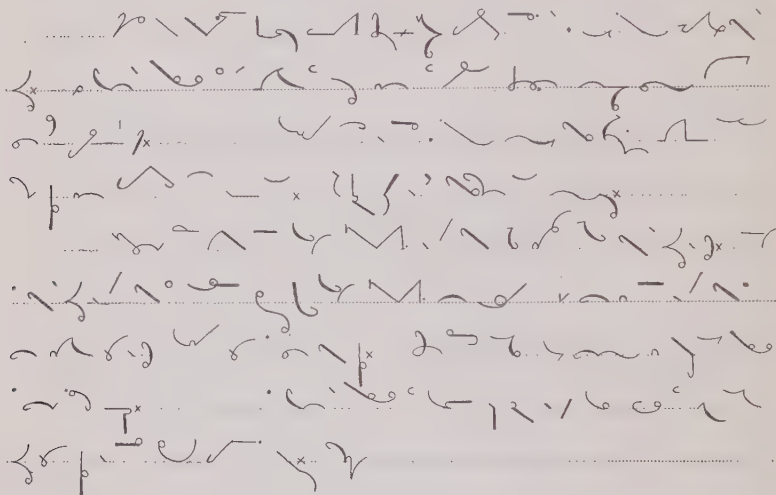
you will sell
an even
as far as
may be
but the
you will have
to sell the
to others
if you are
there is some
in this
more the
can do
like the
it seems to me



Reading and Writing Exercise

NOTE.—The following letters contain all of the word-signs and contractions, all of the phrases and many of the words of this lesson. Study the letters for other good phrases.

37



(37)

Mr. Charles P. Barker,
Denver, Colo.

Dear Sir:

I-have-yours with-respect-to-the organizing of a new Company, and-with-reference-to-the number of shares. As-the volume of business is on a-level with ours, you-may with reason, it-seems-to-me, make-yours something like-the same size with-ours, or larger.

If-you-really mean to organize a Company among-the members of-your-firm and-will-take any-one from-the outside, you-may rely upon me to-come in. I-think it-would-be advantageous to all-the members-of-the-firm in many-ways.

I-presume-the stock will-be given evenly or-pro-rata to each member, and-then you-will-sell an-even number of shares to others. Commonly, the number of shares to each member is insignificant as-far-as division evenly or-pro-rata may-be necessary, but-the more you give to each member, the more you-will-have to-sell to others, if-you-are to-sell the same number

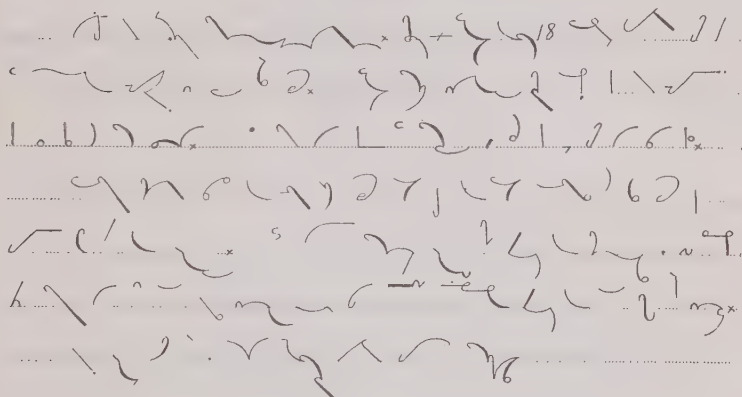
outside. There-is-some signification in-this, for-the more-money you obtain in-the business, the more-the concern can-do.

The volume of business we figure to-do would-be too large for-us, unless we should-have enough shares to-sell outside to give-us sufficient working power.

Very truly,

(223 words)

38



(38)

Mr. Alton P. Harper,
Birmingham, Ala.

Dear Sir:

We-have-your favor-of-the-18th in-respect-to-the Reliable Churn which we manufacture, and-we-are-shipping-you one of-these machines. We feel very sure you-will-have-no trouble in setting it up and working it, as it-is so very simple. The principle will take with every one who sees it, and-the churn will-sell itself.

In-all-probability there-will-be sales for a-number of-other machines in-your town, for when-your neighbors see this machine at work they-will each have to have one. We-would like very-much to-have-you try-the agency for three-months and should-you succeed, which-you probably will beyond any hopes you-may-have now, we-will give-you-the exclusive agency for any duration of-time you-may-wish.

Hoping to-have-the pleasure of an early and favorable reply, we-remain,

Yours truly,

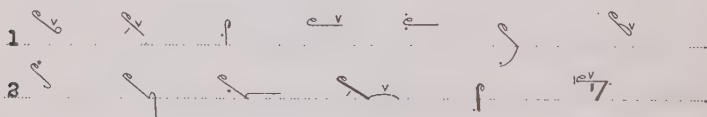
(156 words)

Lesson XX

TRIPLE CONSONANT STROKES

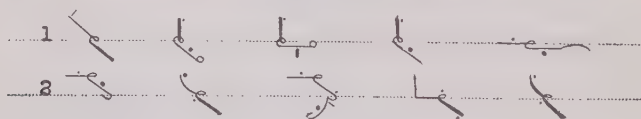
115. Spl-series.—The circle-s may be written inside of the l-hook, thus expressing three consonants together, as in the words *splash*, *splice*, in which the three consonants *spl* are read together before the vowel, when the vowel follows the stroke.

When the vowel precedes the stroke, as in *supply*, *settle*, the *s* is read before the vowel and the other two consonants are read after the vowel.



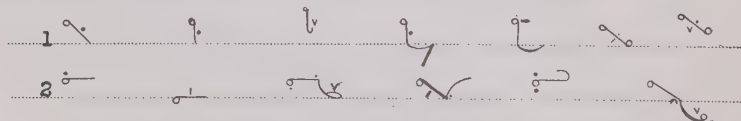
1. Splice, supply, settle, cycle, sickly, splash, spliced.
2. Spleen, splatter, sepulcher, sublime, saddle, psychology.

116. The triple consonants may be joined between strokes. In some cases where the circle-s cannot be written conveniently inside of the hook, it may take the form of a small loop so as to make the hook more distinct, as in *explain*, *feasible*.



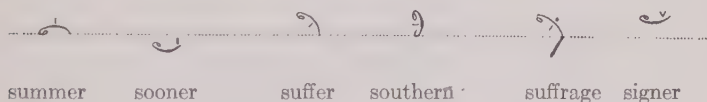
1. Possible, displace, disclose, display, exclaim.
2. Explain, feasible, explanation, taxable, visible.

117. Spr.—At the beginning the circle-s may be written in place of the r-hook to prefix the s-sound to that of the double consonant, giving the triple consonant *spr*, *str*, *skr*.



1. Spray, stray, strive, strange, strong, suppress, cypress.
2. Seeker, succor, sacrificed, soberly, secretion, supervise.

118. The circle-s may be written inside of the r-hook the same as in the l-hook. Thus:



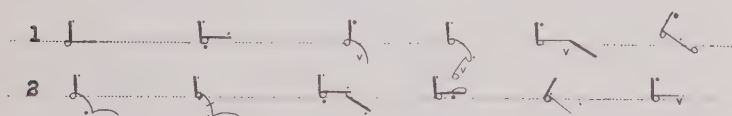
119. The triple consonants containing the r-hook may be written between strokes, the same as those having the l-hook. Thus:



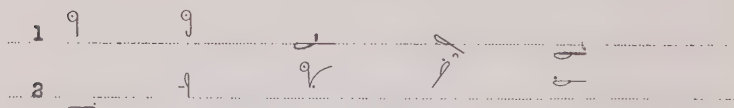
120. In some cases between strokes the triple consonants are joined irregularly and with a slightly imperfect hook. After an n-hook, the circle-s may take the form of a small loop. Thus:



121. After t, d, ch, j, the triple consonants are irregular, and the circle-s occupies the place of the hook. Thus:



122. The loop and large circle may be written in the place of the r-hook to prefix ses or st to the sound of the hooked-stroke.



1. Sister, sistern, stoker, stupor, stagger.

2. Stacker, stutter, sisterly, stitcher, sticker.

NOTE.—The obscure vowel is not expressed in these words.

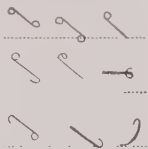
All of the following words are contained in the letters at the end of this lesson, to be read and written.

selection		Phoenix	
manager		reductions	
service		original	
Frisco		describe	
Western		inside	
division		finish	
conversation		outside	
train		designs	
trouble		almost	
Spring Hill		furnish	
engine		machines	
remedy		offer	
price		conclusion	

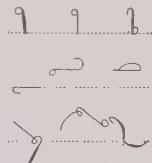
Word-signs and Contractions

NOTE.—The letters at the end of this lesson contain all of the following word-signs and some of those learned in previous lessons.

surprise
experience
special-ly
spoken
supply
organization
appearance
above
pleasure

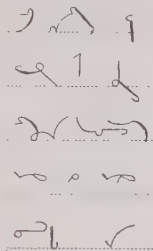


consider-able-y
external
address
care
description
extraordinary
passenger
list price
everything

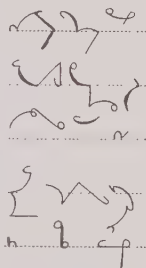


All of the following phrases are contained in the letters at the end of this lesson, to be read and written.

a pleasure
you will remember the
we had
in respect to
on time
it has been
a very small
if you can
any way
of most
is the
almost the
{ description of the
different
to lay



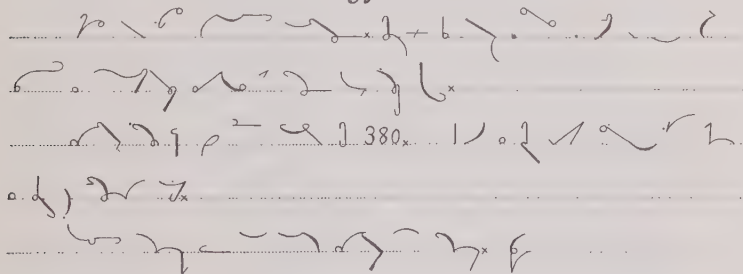
you will oblige
very much
since the
we have written
several times
to your
list price
in our
you should
we shall ask
our representative
to furnish you
before you
consider his
close it



Reading and Writing Exercise

NOTE.—The following letters contain all of the word-signs and contractions, all of the phrases and many of the words of this lesson.

39



Mr. Charles P. Wills,
Lincoln, Neb.

(39)

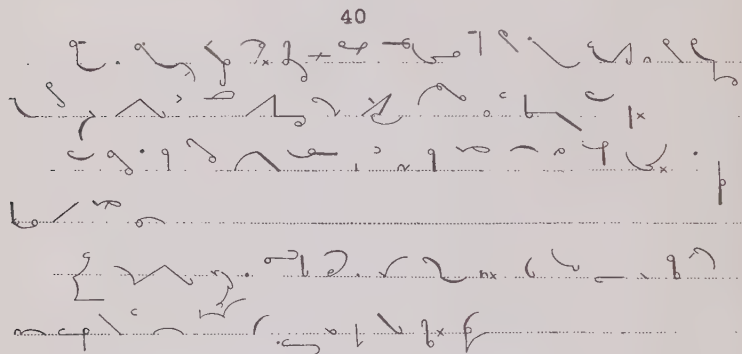
Dear Sir:

It is both a surprise and a-pleasure to know of-your selection as manager-of-the-passenger service on-the Frisco, for-the Western Division.

You-will-remember-the conversation we-had last week in-respect-to train No. 380. It usually has trouble to-reach Spring Hill on-time, as it-has-been using a-very-small engine. If-you-can remedy-the difficulty in any-way you-will-oblige me very-much.

Yours truly,

(79 words)



(40)

Messrs. Strong & Springer,
Boston, Mass.

Dear Sirs:

Since-the organization-of-the-Phoenix Auto Supply Co., we-have-written you specially several-times, and-have spoken to-your representative of-the extraordinary reductions from-the original list-price, as we describe in-our advertisement.

In-our experience the external appearance will-be insignificant, but what you-should consider of-most importance is-the inside finish. The outside designs are almost-the same.

We-shall-ask our-representative to-furnish-you a description-of-the-different machines and to-lay everything before-you. Then if-you care to consider-his offer, you may close-it up with him or-mail your conclusion to-us at-the above address.

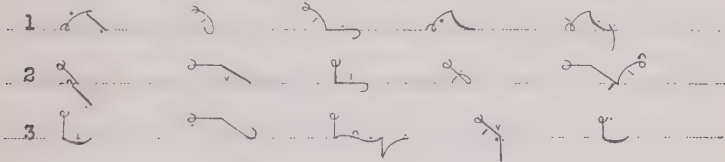
Yours truly,

(114 words)

Lesson XXI

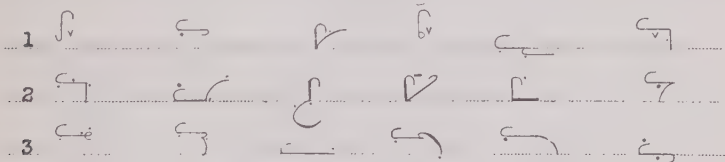
THE BACKWARD N-HOOK AND LARGE W-HOOK

123. N-Hook or N-Curl.—The n-hook at the beginning is a small curl before the circle-s for the prefixes in, en, un.



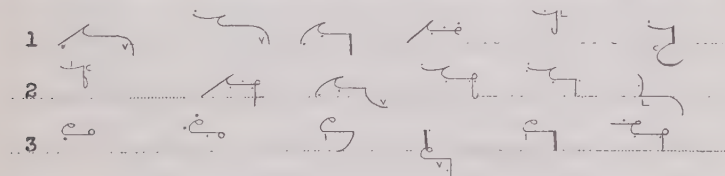
1. Unsalable, insertion, insurrection, enslave, insolvency.
2. Insuperable, inscribe, instruction, unsuppressed, unscrupulous.
3. Unstrung, inscription, instrumental, insobriety, unstring.

124. Tw, Dw, Kw, Gw.—A large hook at the beginning on the upper side of k or g and the right-hand side of t or d, is w. In spelling words notice that qu is like kw. The w follows the stroke in spelling the word, with no vowel between.



1. Twine, queen, dwell, twice, quickly, quiet.
2. Equity, equally, dwelling, dwarf, twig, quail.
3. Acquisition, Quincy, quack, quiver, queer, equation.

125. The large w-hook may be written between strokes. The circle-s may be written inside of this hook. The large hook may be omitted when inconvenient, as in *entwine*, *untwist*, *esquire*.



1. Require, inquire, liquid, requisition, entwine, indwelling.
2. Untwist, requisite, liquify, inquisitive, iniquity, esquire.
3. Squeeze, consequence, squash, disquiet, squad, exquisite.

All of the following words are contained in the letters at the end of this lesson, to be read and written.

stationery

Buxton

Skinner

Springfield, Ill.

proposition

prices

houses

favorable

equal

being

figure

finish

furnish

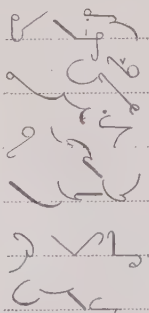
portion

directions

along

enable

quickly



possible

please

offer

early

attention

possibly

work

Foster

author

disagree

extreme

injustice

rumors

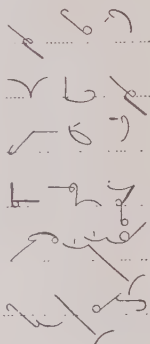
unpopularity

unnecessary

proven

popularity

circulation



Word-signs and Contractions

NOTE.—All of the following word-signs and contractions are contained in the letters at the end of this lesson.

surprised

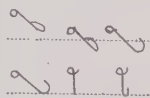
suppressed

suppression

expression

instruct-ed

instructive



express

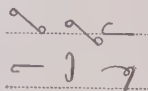
suppress

question

christian-ity

doctrine

messenger



All of the following phrases are contained in the letters at the end of this lesson, to be read and written.

we enclose

upon which

we would

like you

to make us

we have prices

we are favorable

to you

everything else

we wish you

to figure

to finish

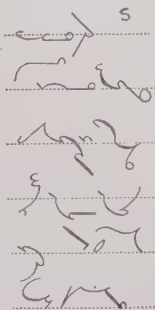
to furnish

by the

first of the month

along with the

which will enable you



if possible

we will then

early attention

I am pleased

read the

by you

of which

I am sure

I disagree

I think it

of its

should be

it would be

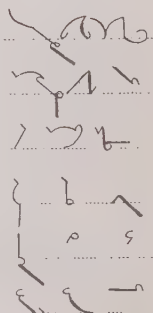
is the

with the

we believe

we have

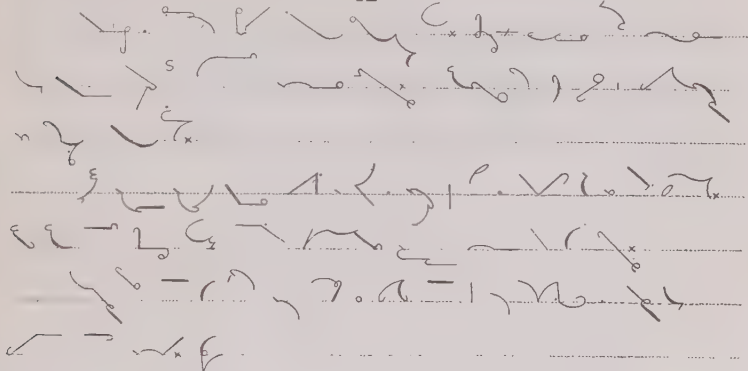
given you



Reading and Writing Exercise

NOTE.—The following letters contain all of the word-signs and contractions, all of the phrases, and most of the words of this lesson.

41



Buxton & Skinner Stationery Co., (41)
Springfield, Ill.

Dear Sirs:

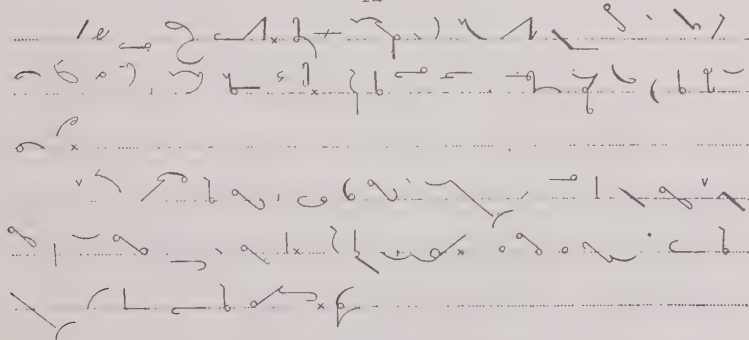
We enclose herewith manuscript for a book upon which we would like you to make us a proposition. We have prices from other houses, but we are favorable to you, everything else being equal.

We wish you to figure to finish books ready to ship, and to furnish at least a portion of them to us by the first of the month. We believe we have given you directions along with the copy which will enable you to quickly make up your proposition.

If possible, please give your offer to our messenger, as we will then give it our early attention, and possibly have the work begin tomorrow.

Yours truly, (112 words)

42



(42)

Mr. J. E. Glass,
Sterling, Colo.

Dear Sir:

I-am-pleased to say I-have read-the book spoken of by-you of-which Mr. Foster is-the author, but I-am-sure I-disagree with-the doctrine. I-think-it does Christians and-Christianity an extreme injustice, even though it-is instructive in some lines.

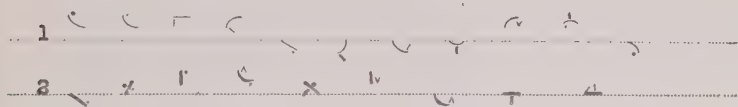
I hear rumors of-its suppression, but unless this expression of unpopularity should cause it to-be suppressed, I should-be surprised at any express action to suppress it. I-think it-would-be unnecessary. As experience has proven, the question of-its popularity will take care of-its circulation.

Yours truly, (102 words)

Lesson XXII

SHORTENING PRINCIPLE

126. Write the light strokes one-half their usual length to add a following *t*. Write the heavy strokes one-half their usual length to add a following *d*. A vowel following the stroke is read before the added *t* or *d*.



1. Feet, fit, cot, lot, apt, shoot, foot, note, light, omit, art.

2. Bad, aged, deed, avoid, obeyed, died, vowed, goad, hugged.

127. The strokes *l*, *ar*, *m*, *n*, are written half length to add *t*. These strokes are written half length and shaded to add *d*, in which case it is necessary to always write the heavy short *l* downward.



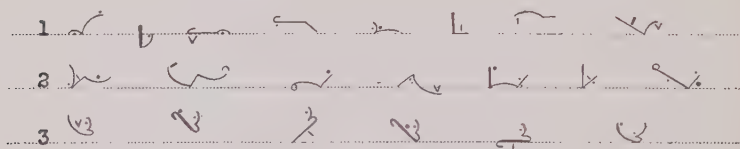
NOTE.—The strokes for *w*, *y*, *mp*, *ng* cannot be shortened for *t* or *d* else they conflict with the above shaded short strokes.

1. Hurt night, fight, neat, net, let, heart, gnat, mate, mute.

2. Old, load, led, oiled, heard, hard, hired, need, humid.

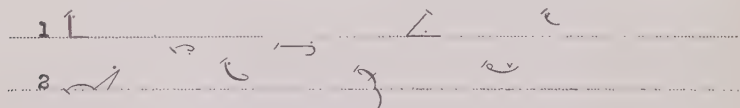
128. **Joinings.**—In joining half-length strokes to other strokes there must be a distinction either by shade or by an angle. The ray stroke is never written half length standing alone, but may be halved when the half stroke is joined to another stroke.

The s-stroke made half length may be written upward for convenience. Thus:



1. Metal, dashed, climate, clipped, esteem, ducked, mocked, polite.
2. Ascertain, fortune, smart, ratify, demerit, turret, separate.
3. Finest, briefest, roughest, bravest, gruffest, finished.

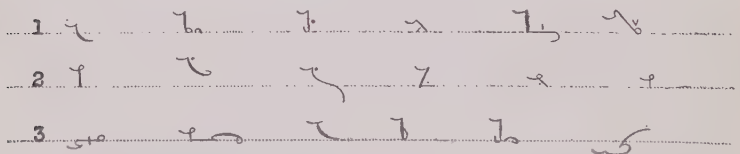
129. Contra, Contro, Counter.—A slanting tick detached before the following stroke is contra, contro, counter.



1. Contradict, countermand, counteraction, counter-check, counterfeit.
2. Countermarch, contravene, controversy, countersign.

NOTE.—Write the prefix first, then the outline of the word.

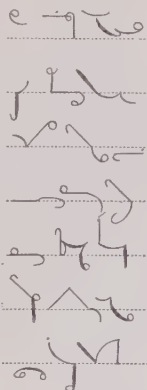
130. Inter, Intro, Enter.—The n-stroke written half length at the beginning of a word is inter, intro, enter.



1. Interview, introduce, entertain, interrupt, introduction, enterprise.
2. Intercede, intervene, interfere, interject, intercept, interstate.
3. Intercourse, interstate-commerce, interval, introduced, entertainment, international.

All of the following words are contained in the letters at the end of this lesson to be read and written.

soft
extra
inconvenience
shut-down
instructions
benefit
returns
profits
accrue
commission
securing the
appreciation
section
trusting this
continued
pleased
report
interviews
consumers
confidence
ability



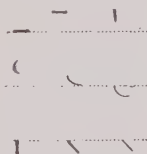
trade
patience
enable
accomplish
compare
especially
samples
undertake
furnish
quality
receipt
shipped
frequent
circumstances
delaying
ascertain
stock
recently
indebted
efforts
better



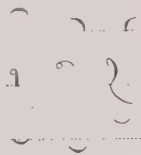
Word-signs

NOTE.—All of the following word-signs and contractions in the two lists following are contained in the letters at the end of this lesson, to be read and written.

get, good
got, God
did
that
after
fact
doubt
about
put

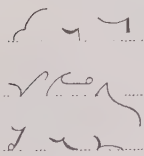


immediately
word
hold, held
considered
somewhat
therefore
under
hand
not



Special Outlines and Contractions

little
indebted
indeed
return
likewise
heretofore
intelligence
individual
wisdom



practicable
territory
establish-ment
hereafter
therefore
intend
anybody
nobody
everybody



The following phrases are selected from the letters which follow. They are not hap-hazard phrases, but the phrases used by an experienced writer. They are worthy of careful study and

(44)

Mr. H. R. Beckett,
Fall River, Mass.
Dear Sir:

We have just received yours of the 18th, and note what you say about the two cars of soft coal which are on hand. I have no doubt that we shall need more than usual within the next few days.

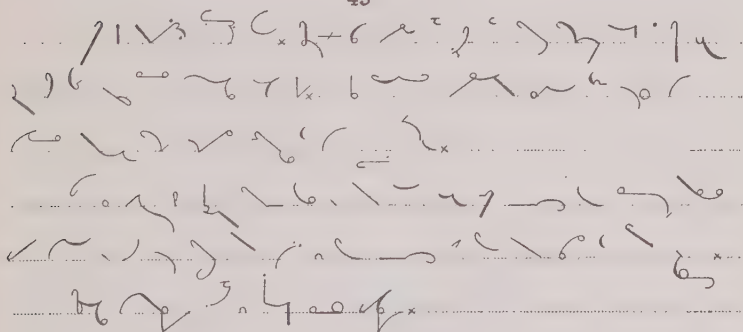
We did intend to send one more car immediately, but after considering the facts as you state them, we think it better wisdom to send you three cars by October 10th, and you can return one car here if necessary. The extra cost would be little and the inconvenience, in case of a shut-down, might be much. If you find that you need only two cars, hold the one left over for instructions from us.

Use everybody and anybody you can get, so as to put things through and complete what you have on hand. Let us hear from you as soon as possible, and oblige,

Yours truly,

(151 words)

45



(45)

Mr. Geo. D. Barnard,
Quincy, Ill.
Dear Sir:

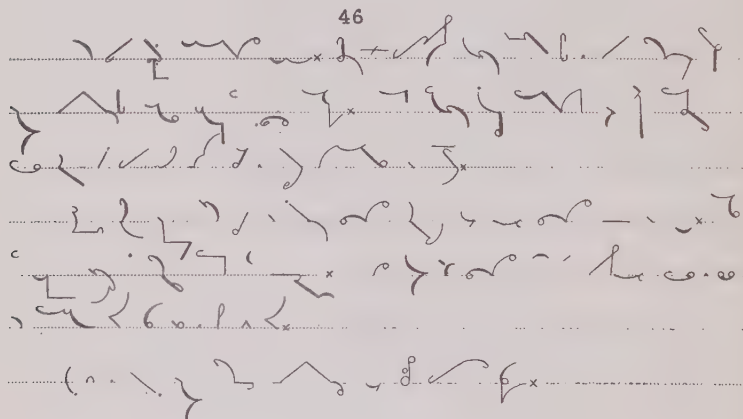
Yours received and we assure you we appreciate very much, indeed, the trade you have established there within the past six months, in your territory. It is, in our opinion, reasonably certain that you and ourselves will likewise benefit from the returns and profits that will accrue hereafter.

While, as heretofore stated, it would not be practicable for us to pay any individual a larger commission for securing the business, we are willing to show our appreciation by allowing you full commission on the follow up sales that belong to this section.

Trusting this will be satisfactory and wishing you continued success, we are,

Yours truly,

(108 words)



(46)

Mr. W. H. Benedict,
Indianapolis, Ind.

Dear Sir:

We are in receipt of your favor of October 12th, and are very much pleased to have your report of the different interviews you have had with consumers in that territory. Indeed, we have every confidence in our ability to hold all the trade when it has been once established, which we are sure a little intelligence and patience will enable us to accomplish.

We ask you, therefore, to take advantage of every chance to compare samples, especially after the new samples come to hand. In these we undertake to furnish the very best quality that can be made. Let us have your old samples immediately on receipt of the new ones, and send us word when you have shipped yours to us, and state how shipped.

Thanking you, and hoping to have your frequent reports, under the circumstances, we remain,

Yours truly,

(145 words)

Reading Exercise

47

1-625

Lesson XXIII—Part One

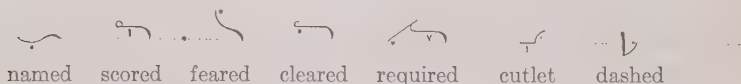
SHORTENING PRINCIPLE—Continued

131. A circle or loop at the end of a half-length stroke is read after the added t or d, and as usual, an initial circle or loop is read first.



1. Cuts, lights, shouts, cents, presents, profits, unfolds.
2. Sent, seized, sect, absent, desired, accent, pleasant.
3. Slightest, fittest, hardest, cutest, lightest, mildest, innocent.
4. Staved, steered, stopped, stilt, stalled, stepped, start.

132. A heavy curved half-length stroke may be joined to a light stroke without an angle, but a light half-length stroke must show a distinct angle, as in *cutlet*, *dashed*.

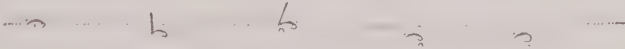


The hooked-strokes may be written half-length to add a following t or d.




133. As l, ar, m, n are shaded when shortened to add d, the strokes w, y, mp, ng, cannot be shortened when standing alone;


but if a final hook be attached to w, y, mp, ng, then these hooked-strokes may be shortened, to add a following t or d.


impend dampened championed impugned impassioned



















The large w hook strokes may be shortened to add t to the light strokes, and to add d to the heavy strokes.


twit quit quite languid acquit equitable

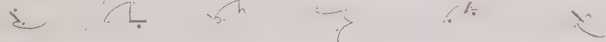
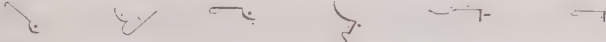
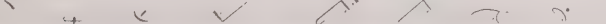
134. The small w-hook strokes on l, m, n, ray, may be written half-length to add t or d.


wilt wired want inward upward ward we might

Analyze and practice the following:

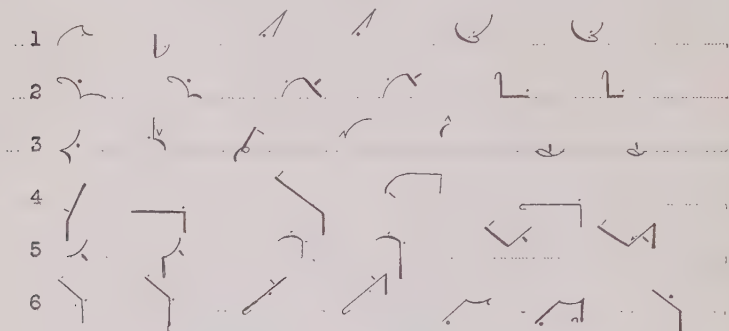
mocked		rigid		enabled	
card		dragged		entreat	
arranged		remote		identify	
ducked		wanting		silent	
finished		adequate		displayed	
afford		went		replied	

135. In long outlines or brief outlines the shortening principle may be used wherever it is convenient. Thus:

1 
2 
3 

1. Between, litigate, solitude, infidel, legitimate, beautiful.
2. Private, federal, aggravate, vegetable, anecdote, credit.
3. Built, cold, vote, better, habit, rapid, method, afraid, brought.

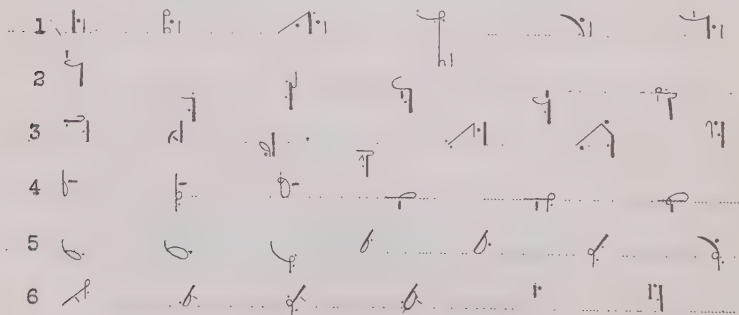
136. Past Tenses.—When a word ends with a full-length stroke in the present tense, the final stroke may be shortened to express the past tense, that is, to add t or d, except when the full-length stroke does not join with an angle, as in *judge*, *gag*, or when the present tense ends with a vowel, then the d-stroke is used to form the past tense. Thus:



1. Left, dashed, reach, reached, vanish, vanished.
2. Frame, framed, elbow, elbowed, drag, dragged.
3. Shared, attired, jostled, oil, oiled, stone, stoned.
4. Judged, gagged, bobbed, locked, cracked.
5. Show, showed, empty, emptied, borrow, borrowed.
6. Pity, pitied, hurry, hurried, renew, renewed, paid.

137. In some words, for convenience, the t-stroke may be shortened for ted, and, if not convenient to join, the shortened t may be detached for ted at the end of a word.

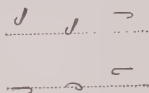
When the present tense is already a shortened stroke, the d-stroke must be added for the past tense, but if more convenient it may be written detached. Thus:



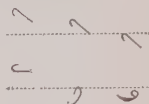
Word-signs

NOTE.—All of the word-signs and contractions in the two following lists are contained in the letters at the end of this lesson, to be read and written.

gentlemen
gentleman
cannot
account
amount
accord-ing-ly

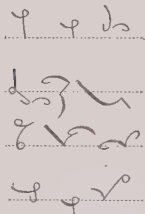


particularly
part
opportunity
called
assured
hands

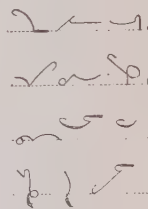


Special Forms and Contractions

interest
interested
assignment
disappointment
merchandise
bankrupt
St. Louis
Baltimore
Maryland
instant (inst.)
understood
returns

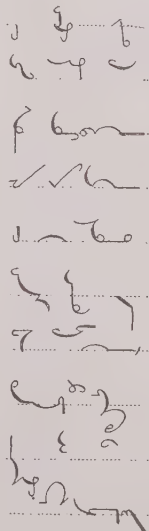


forget
article
hundred
return
certain
please state
sometime
in regard to
in order to
I trust that
so that
with regard to

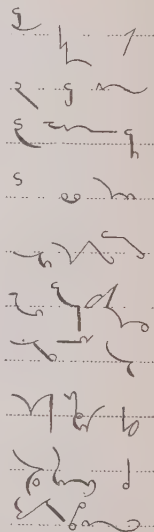


All of the following phrases are contained in the letters at the end of this lesson, to be read and written. Study the letters for other good phrases.

at hand
we do not understand
how it is
that you have not
any interest
in our
of your city
this account
some time ago
and we are
to run
they make
do not
may be
in this case
we have heard
that is not
about it
according to your
in regard to
making the
several hundred
of cement
and other machines
it was the understanding
that we
we might
and also the
for credit
you remember



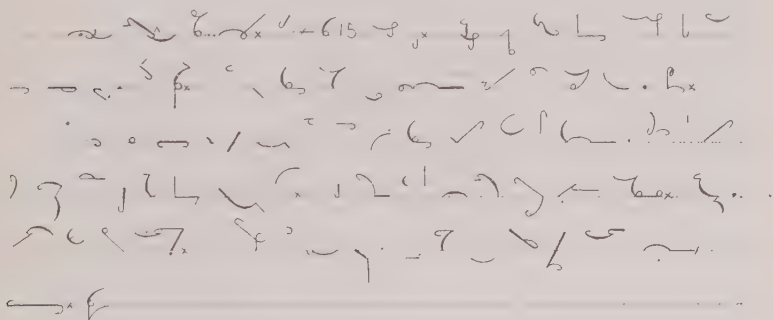
we did not know
at the time
how much
would be
we had not
how many
we would have
and in order to make
we had you
we would
send us
remit you
know that you
our representative
called upon
a few
we have had
storage rooms
enable us
give you the
for that
early date
I trust that you will
at the first
for yourself
so that you may be
at once assured
that we are able
such as
you mention



Business Letters

NOTE.—The following letters contain all of the word-signs, contractions and special forms and all of the phrases of this lesson, as well as many of the words.

48



Messrs. Mason & Browning, (48)
St. Louis, Mo.

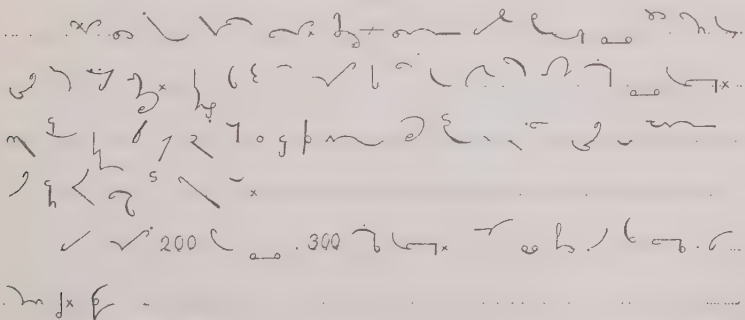
Gentlemen:

Yours-of-the-15th inst. at-hand. We-do-not-understand how-it-is that-you-have-not taken any-interest whatever in-our account against Platt & Bond-of-your-city. We put this-account in-your hands some-time-ago, and-we-are somewhat anxious for a settlement.

The amount has grown too large now, and-we cannot allow this-account to-run along until they-make an assignment, or run their merchandise stock down and-then take-the bankrupt law. Do-not forget that time may-be a very precious article in-this-case. We-have-heard a rumor that-is-not specially encouraging. Please-state what you-know about-it, and act accord-ing-to-your own best judgment in-regard-to making-the collection.

Yours truly, (130 words)

49



Portland Cement Co.,
Baltimore, Md.

(49)

Dear Sirs:

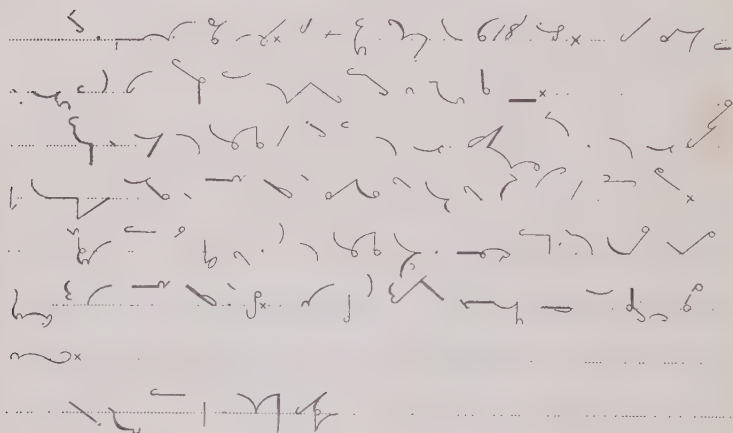
Some time ago we received several hundred sacks of cement from you, for the foundations of our engine and other machines. It was the understanding then that we might return whatever we might have left over, and also the empty sacks for credit. You remember we did not know at the time just how much would be needed, as we had not decided how many machines we would have to put concrete foundations under, and in order to make sure we had you ship more than we would probably need.

We are returning 200 full sacks and 300 empties for credit. Kindly send us statement showing these credits, and we will remit you at once.

Yours truly,

(118 words)

50



Messrs. Pond & Comley,
St. Louis, Mo.

(50)

Gentlemen:

We-thank-you very-much for yours of the 18th inst. We-are certainly glad to know-that-you were so well pleased, when our-representative called-upon you a-few days ago.

We-have-had to enlarge our facilities, which, combined with our new storage-rooms here and our new warehouse at-the factory, enable-us to give-you-the best of service, particularly for-that part of-your line which we-can supply.

I-trust-that-you-will call on-us at-the-first opportunity and see our facilities for-yourself, and examine-the quality of-our various patterns, so-that-

you-may-be-assured that-we will give-you-the best of satisfaction. You-will at-once see that-we-are-able to-guarantee-you against any disappointment such-as you-mention.

Hoping to-have-you call at an early-date, we-are-

Yours-truly,

(150 words)

Write the following in shorthand:

Gentlemen:

In-reply-to-yours-of-the-18th, if-you-think our charge is too much, and-you-will say what you-think-the charges should-be, we-will send-you a-credit-memorandum for-the amount of-the overcharge.

You-will-remember we prepaid-the express-charges on-the express shipment, and-the freight-charges on the freight-shipment, which possibly you-have-not taken into consideration. However, we want to-make it right, and-we-are quite sure you-will-be reasonable and-fair, so we-are altogether satisfied to-make-you this proposition.

Yours very truly,

Lesson XXIV

PHRASE BUILDING

139. Experience in writing shorthand will enable the writer to naturally run words together that should be phrased, because it saves time, and the notes are even easier to read than if all written separately.

However, words must not be joined for the sole purpose of making a phrase. Words that naturally read together and go together in the meaning of the sentence and in their use, if they join easily and naturally, may be phrased. This will account for the forming of phrases often which have never been used before, and excellent phrases, too, because they come naturally.

There are certain words upon which most phrases are built. Words that are frequently recurring and which are usually followed by certain words. For instance, the word *than* often follows *better, larger, longer, more, rather, greater, further, lower, etc.*

Certain words follow *of, over, ever, every, which, each, at, out, had, must, next, last, please, place, put, it, represent, only, another, great, have hope, etc.* By studying such words and the phrases that may naturally be built upon them, a most wonderful improvement can be made in speed, accuracy, and facility in reading. Hap-hazard phrasing regardless of principle, symmetry or facility, is useless.

In the preceding lessons, the learner has the satisfaction of knowing that the phrases learned and used are practical, for they are all phrases selected from the notes of an expert shorthand writer, and not just made up. They have been learned, and then used in writing letters that employed them.

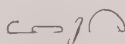
In this lesson some principles of phrasing are given, which will be worth while to study and practice. They cannot all be put in the Reading and Writing Exercise at the end of this lesson. Too much matter would be required in order to use them all.

140. Than may be expressed by the n-hook after some words.

more than
rather than
better than



quicker than
larger than
lower than

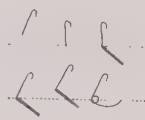


141. All or Will may be expressed by the l-hook to add *all* or *will* after the word.

by all
if all
have all
for all his
in all his
for all they

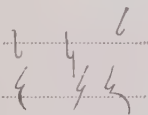


each will
it will
it will be
which will be
each will be
which will soon

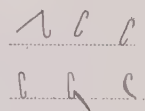


142. Have or Of may be expressed by using the f-v-hook to add *have* or *of* after the word.

out of
out of it
each of
each of them
each of which
each of her



right of
each will have
which will have
it will have
it will have been
they will



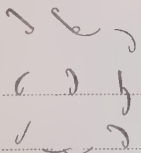
143. Were or Our may be expressed by the r-hook in some cases, as, *it were* and *which were*.



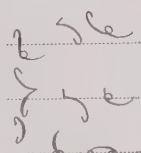
which were it were by our in our such were

144. One or Own may be expressed by the n-hook or by the n-stroke after the circle-s. However, one must often be expressed by *wen*.

by our own
by all his own
our own
your own
their own
do their own
each one
no one
every one

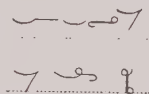


during his own
her own
follow his own
follow your own
but our own
but his own
either one
this one
some one

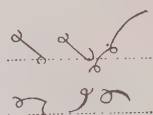


145. In may be expressed by using the in, en, un, curl or backward hook before an initial circle-s, as well as by the n-stroke for *in*.

in common
in congress
in each
in which
in his account
in his dress

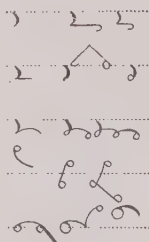


in his experience
in his expression
in his last letter
in his method
in his usual
in his simple

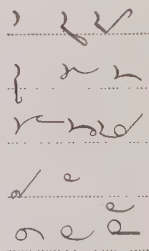


146. As it and Is it may be expressed at the beginning by z-stroke shortened for t in first position for *is it*, and in third-position for *as it*, as well as by using the circle-s at the beginning of a phrase.

as it
as it can
as it cannot
as it could
as it happens
as it is
as it may
as it seems
as it seems impossible
as if
as much as
as much as possible
as must be
as small as
as simply

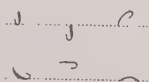


is it
is it best
is it better than
is it different
is it certain
is it important
is it likely
is it impossible
is it necessary
as you are
is not
his own
is similar
is seen
is significant

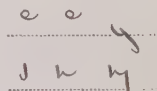


147. Not may be expressed by the short n-stroke, or by the n-hook with stroke shortened to express the t.

do not
had not
will not
have not
cannot
may not

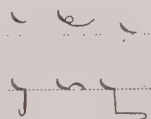


is not
has not
have not been
did not
did he not
did he not do

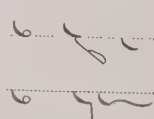


148. Of it, have it, have had.—A short v may be written in first-position for *of it*, in second-position for *have it*, and in third-position (under the line), for *have had*.

of it
of its own
have it
have it done
have it made
have it taken



have its
have it placed
have had
have had his
have had it
have had many



Word-signs

NOTE.—All of the following word-signs and contractions are contained in the letters at the end of this lesson.

behind
creature
cared
spirit
told
toward
world
great
brought

third
part
opportunity
got
thought
without
nature
read, Lord
could

Special Forms, Contractions and Phrases

seldom
indispensable
intelligent
notwithstanding
independent-ce
England

mentioned
politic
indiscriminate
free on board (f.o.b.)
intelligible
with regard to

Reading and Writing Exercise

NOTE.—The following letters contain all of the word-signs, contractions and special forms, and many of the phrases of this lesson.

51

Handwritten cursive script examples on ruled lines, showing various word-signs and contractions. The script is dense and fills the page, demonstrating the application of the phonographic system.

Mr. W. H. Thompson,
Cleveland, Ohio.

(51)

Dear Sir:

I-have-yours-of-the-3d with-regard-to representing-us in-the locality mentioned. It-is probable that what I told-you about-that territory was-not very intelligible to-you as I-did-not tell-you-much about-the nature-of-the-business. The salesman we-had-there worked in a-very indis-criminate manner, so we-have-not succeeded in securing-the best trade. Notwithstanding-this, we-have a good business in-that-territory. We-have a man whom we-would like to put behind-that business, but his-services where-he-is are almost indis-pensable, hence, it-would-not-be quite politic for-us to-make-the change.

We-want a wide-awake man, who-is intelligent, and independent in-character, and-who will spend some time here with-us to-train for-that work. After-you-have thought-it over, if-you-could-have-the opportunity and-cared to-do-so, we-would like for-you to-come to see-us the first-of-the-month, and-we-shall-see what-can-be-done. In-the-meantime you-may read our-literature which-is mailed to-you today. It-is-impossible for-us to-go into-this properly, without a-personal interview.

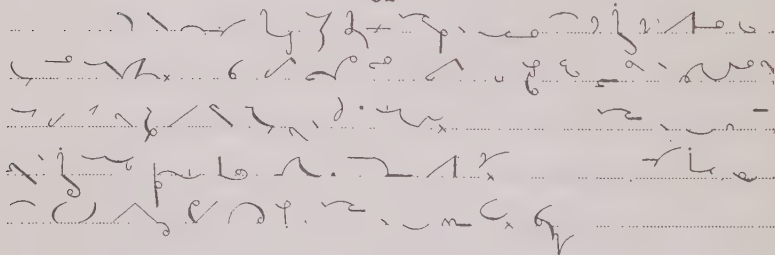
We sell all goods in-that-territory f. o. b. destination, and seldom have any serious competition on-prices, as our quality is quite an item in selling.

We-hope to-hear from-you within-the-next few days.

Yours very truly,

(250 words)

52



Mr. W. B. McKinley,
Trenton, N. J.

(52)

Dear Sir:

I-am-pleased to enclose my third contribution toward-the Red Cross fund for-the cause in-Belgium. Yes, we-are-all more-or-less creatures of habit, yet, notwithstanding-this, we-find a-great spirit of unselfishness abroad in-the world, on-the part of-those-who are able and-have-the opportunity, to assist the unfortunate.

I-am-glad to know you got a-number of contributions in-England outside-of-the-money donations, and-will-have a cargo ready shortly.

Kindly continue to-send me your usual reports, as-they-are always interesting, and I-am-glad to know how-you-get along.

Yours very truly,

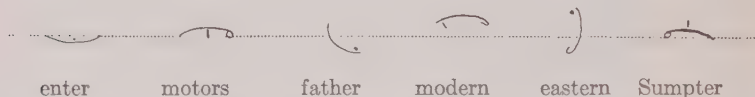
(112 words)

Lesson XXV

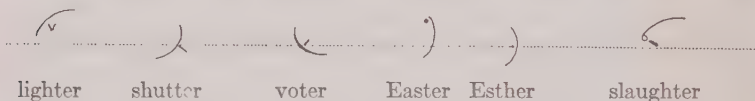
LENGTHENING AND DOUBLING PRINCIPLE

149. Ter, Der, Ther, Added.—Any curved stroke may be written double its usual length to add *ter*, *der* or *ther*.

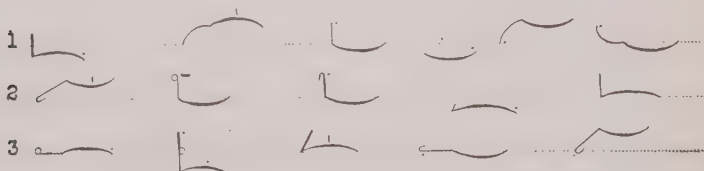
Vocalization.—A vowel following a double length stroke is read before the added syllable. Any final circle, loop or hook joined to a double-length stroke is read after *ter*, *der* or *ther*: as in *motors*, *modern*, *eastern*.



150. Position.—Write the first half of a double length stroke in the position it would occupy if it were not lengthened, and let the part added by lengthening go where it would naturally fall.



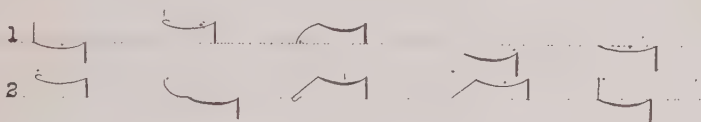
151. Ker, Ger, Er, Added.—The *ing*-stroke may be lengthened to add *ker* or *ger* as well as to add *ter*, *der* or *ther*, but only one syllable can be added by lengthening. The stroke for *mp*, *mb*, may be lengthened to add *er* as well as to add *ter*, *der*, *ther*, as in *lumber*, *timber*, *hamper*, *scamper*.



1. Damper, lumber, tinker, anger, linger, finger.
2. Hunger, stronger, drinker, hamper, timber.
3. Scamper, distemper, jumper, clinker, hanker.

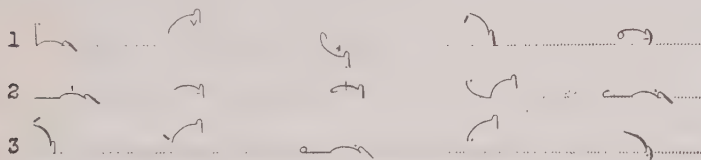
152. Position Writing.—In outlines containing a lengthened stroke, a stroke and a double-length stroke are considered a long outline, and need not be written in the position of the accented vowel, as in words of the list under past-tense, following, and those above.

153. Past Tense.—To express the past tense after the lengthened n, ng or sh in the present tense, add the d-stroke as in the following:



1. Tendered, wandered, lingered, angered, entered.
2. Wintered, fingered, hungered, rendered, tinkered.

154. Use the half-length double consonant to express the past tense of verbs, when the outline of the present tense ends with a double-length stroke.



1. Timbered, lightered, flattered, ordered, smothered.
2. Cumbered, muttered, murdered, filtered, clambered.
3. Watered, altered, scampered, littered, weathered.

155. Intervocalization of Double Lengths.—The vowel sound of short e is understood in the syllables *ter*, *der*, *ther*, *dher*, but if it is desired to indicate a long vowel or diphthong in the added syllable, it may be done by intervocalization, the same as with the hooked strokes.

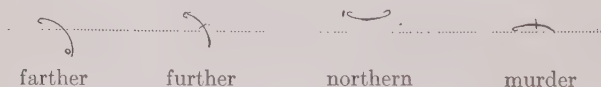
If, as in the word *material*, it is desired to express *tē r*, not *t ě r*, write a small circle in place of the vowel-dot for e. In the words *entire* and *curvature*, strike the diphthong or coalescent

sign through the stroke. Place any other vowel signs as though this special vocalization were not used see *future* and *curvature*.

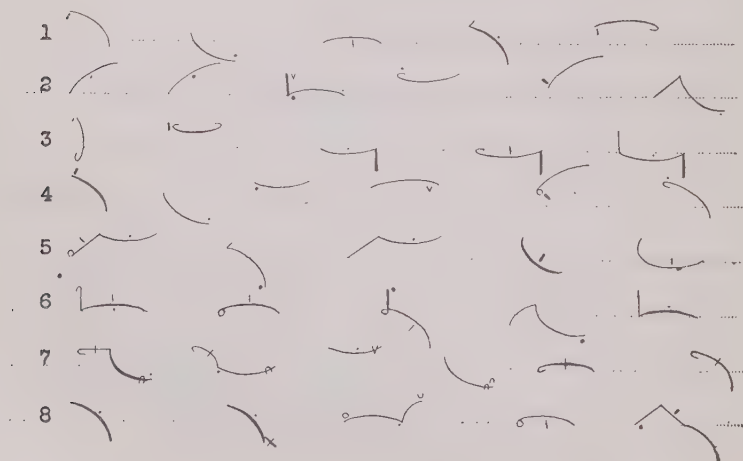


156. As in intervocalization shown in Lesson XIX, when it is desired that a vowel or diphthong is to be read between the hook and the stroke, write the circle in the place of the dot vowel sign, as in *farther*.

The dash-vowel sign, diphthong or coalescent sign is struck through the stroke, at the point of the vowel place, to indicate that it is to be read between the hook and the stroke, as in *further*. If the sign should interfere with the hook, it may be written near the beginning, as in *northern*, *shorter*.




Analyze and practice the following:




Phrase Writing

157. **There, Their, They are.**—Curved strokes are lengthened for *ter*, *der*, *ther*, *dher*, to add *there*, *their*, or *they are*, as in the following:


for there is if there is when there is when they are while there is


158. **Than.**—The n-hook may be used to add the word *than* to lengthened strokes the same as to other strokes, in a few phrases.


rather than further than better than more than no more than

Write the following words in shorthand:

Cinders, orders, ordered, further, loaded, counted, altered, slaughtered, material, entire, lumber, weather, timber, slaughter, letter, letters, amount, amounted, account, accounted, act, acted, surrender, surrendered.

The following words may be written out, or they may be learned as word-signs, and written as follows:


efficient-ly-cy deficient-ly-cy proficient-ly-cy sufficient

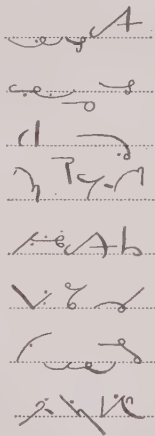
Lesson XXVI

159. Practice involving the Doubling Principle of Lesson XXV, and many principles of preceding Lessons.

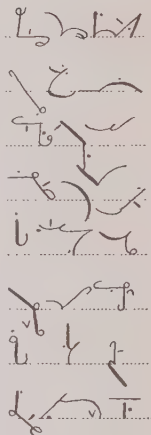
All of the following words are contained in the letters at the end of this lesson, to be read and written.

The word *lengths* is a word-sign already learned, but is given here again because it is contained in the letters to be written. *Railroad Co.* and *Railway Co.* may be written with *k* struck through for Company as shown in this list or as shown in the letters at the end of the lesson. These words involve many of the principles learned in preceding lessons and are a good review as well as practice.

Anderson
understand
Railroad Co.
Clay Center
Kansas
inst.
loaded
counted
cars
ordered
nearly
altered
requisitions
Railway Co.
demand
Barrett
St. Louis
Missouri
letter
enclosing
expense
roofing
paper
tarvia



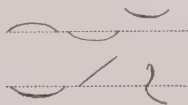
instructions
remains
demurrage
perhaps
handling
Kemper
quotations
obtainable
anywhere
exposed
weather
narrow
condition
unequal
lengths
besides
return
question
consideration
additional
trouble
disposition
require
accommodate



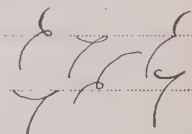
Word-signs and Phrases

NOTE.—All of the following words and phrases are contained in the letters for the Reading and Writing Exercise at the end of this lesson.

matter
another
longer
younger
rather
therefore

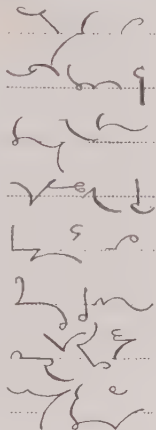


this better
next letter
your letter
another letter
last letter
in our letter

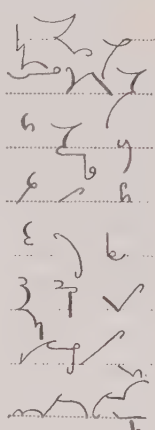


127. All of the following phrases are contained in the letters to be written at the end of this lesson.

in reply to
your letter
will not
any more
for some time
we had
this month
and have
that many
our requisitions
should have
at any rate
take the matter
with the
and let us
three cars
at once
how many
you can have
bill of the shipment
we called your
in another letter
that this material
is not



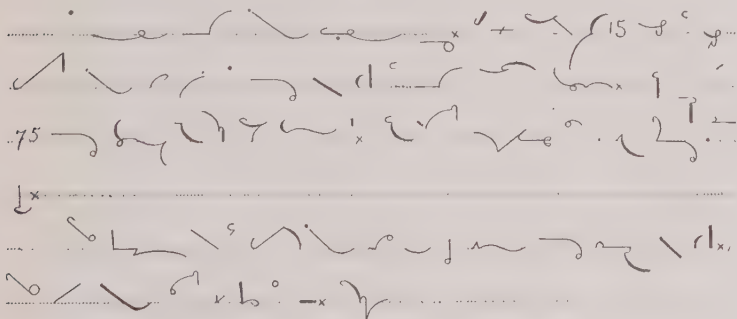
at the time
entire shipment
next letter
in case
there will be
in your letter
that you
in your quotations
you say
that such
are not
told you
that we
further than
it is not
what was ordered
we cannot do
better than
whole question
rather than
put you
you may require
we will gladly
to accommodate you



Reading and Writing Exercise

NOTE.—The following letters contain all of the words, word-signs and phrases of the lesson.

53



The Anderson Coal Co.,
Clay Center, Kas.

(53)

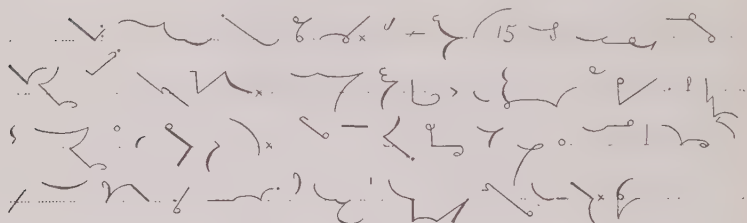
Gentlemen:

In-reply-to your-letter-of-the-15th inst., we understand-the Railroad Company will-not allow the cars-to-be loaded with coal any-more-for-some-time. We-had counted on 75 cars this-month, and-have ordered nearly that-many already. We-have altered our-requisitions somewhat, and should-have three-cars a week at-any-rate.

Please take-the-matter up with-the Railway Company and-let-us know at-once how-many cars you-can-have to-be loaded. Prices are being slaughtered, but-the demand is good.

Very truly, (95 words)

54



(54)

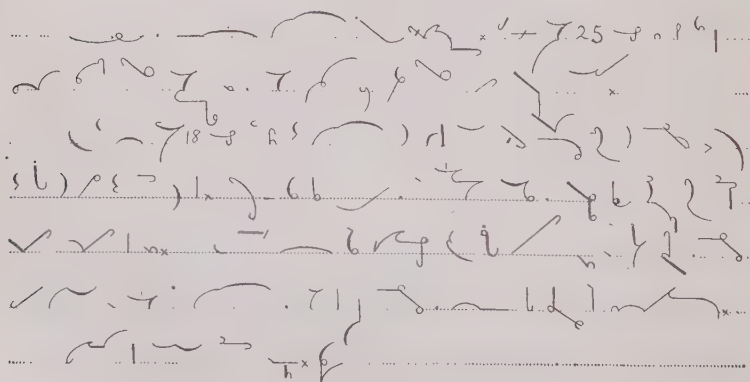
Barrett Manufacturing Co.,
St. Louis, Mo.

Gentlemen:

We-have-your letter of the 15th inst., enclosing-the expense bill-of-the-shipment of-roofing paper and-tarvia. In-another-letter we-called-your attention to-the fact that-this-material is-not satisfactory and stated at-the-time that-the entire-shipment is held subject to-your order. Please give shipping instructions in-your next-letter, as in-case it remains here much longer there-will-be charges accumulating either for-handling or for-demurage, and-perhaps for both.

Yours truly, (85 words)

55



(55)

Messrs. Anderson & Kemper Lumber Co.,
Portland, Ore.

Gentlemen:

In-your-letter-of-the-25th inst. you stated that-you had simply slaughtered prices in-your-quotations to-us, and in-your last-letter you-say that-such prices are-not obtainable anywhere.

However that may-be, in-our-letter-of-the-18th inst. we told-you that-the lumber was loaded in open cars and-therefore so exposed to-the weather that-the condition was such that-we cannot use it. Further-than this, it-is narrow and of unequal lengths, and besides it-is-not what-was-ordered, therefore we-cannot-do better-than return it to-you.

After giving-the matter of-this whole-question thoughtful consideration, rather-than put-you to additional trouble and expense we-are willing to unload the lumber and handle it at-your expense and make whatever disposition of-it you-may-require.

We-will-gladly do anything we-can to-accommodate-you.

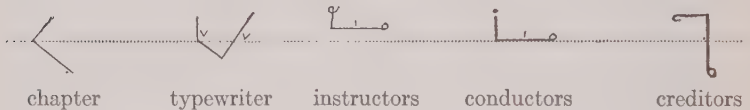
Yours truly,

(155 words)

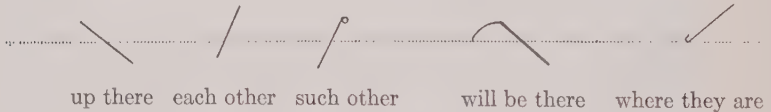
Lesson XXVII

TRIPLING PRINCIPLE APPLIED TO STRAIGHT STROKES

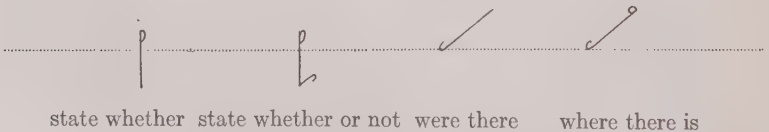
160. Straight strokes may be written triple length to add the syllables *ter*, *der* or *ther*. These strokes are supposed to be triple-length so as not to conflict with *pp*, *bb*, *kk*, etc., but in practice it is not necessary to write them three times their usual length. The lengths shown in this lesson are sufficient and entirely safe.



161. Carry this principle further, and it applies in the same way to straight consonant word-signs, to add *their*, *there*, *they* *are*, or *other*.



162. In testimony, especially, and in other cases, this principle may be used to add the word *whether*.



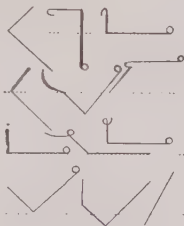
Practice these words and phrases containing the lengthened straight strokes.

chapter
creditors
directors

Jupiter
evaporators
recorders

conductors
inspector
instructors

operators
typewriter
each other

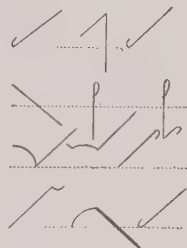


were there
right there
where they are

up there
state whether (not
state whether or

are rather
I am rather
rather than

rather not
will be there
where there



Practice these words and phrases containing double-length curved strokes.

meter
matter
may there

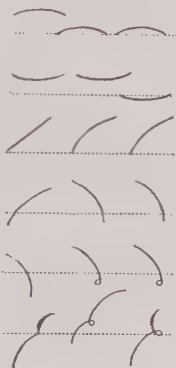
neither, entire
another
no other

rather
letter
will there

allow their
order
or there

are there
orders
order us-his

your letter
last letter
this letter



younger
younger than
is younger

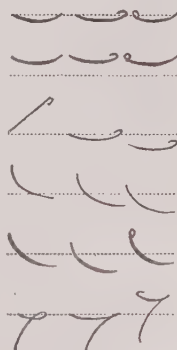
longer
longer than
is longer

rather than
another one
no other one

if they are
for they are
father

have their
however their
save their

next letter
another letter
in our letter



All of the following words are contained in the letters to be written at the end of this lesson.

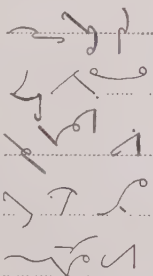
McClain
Brothers
Seattle

Washington
replying
cinders

possible
bills of lading
ahead

appreciate
Mitchell
Shoals

Minneapolis
kindly
realty



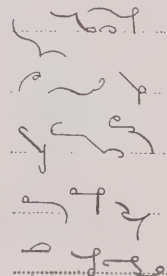
farm,
investment
Minnesota

loans
mentioned
posted

Bluffton
equipment
squander

secure
succeed
ordinarily

extraordinary
instance
correspondence



All of the following phrases are contained in the letters to be written at the end of this lesson.

favor of the 10th
we have received
two cars

other cars
as soon as it is
to get them

please state
you think you can
within the next

ten days
we hope to have the
if there is

any way
that you can
we will appreciate

anything you can do
in regard to the
we do not

in that
up there
just now

will be there
but you may
on this matter

in the near future
we may go
with you

into it
if you know
there are

give them
there is
anything new

we shall be
to hear
from you

My dear sir
in regard to the matter
to wait

until they are ready
and then
any chance

to get this
a little time
and thinks

on account of
we would not do
but this is

you remember
some time ago
that we had

in reference to this
to you
we remain

Reading and Writing Exercise

NOTE.—The following letters contain all of the phrases of this lesson, and many words involving the doubling principle and the tripling principle.

(56)

McClain Brothers & Co.,
Seattle, Wash.

Gentlemen:

Replying to-your favor-of-the-10th inst., we-have-received two cars of cinders on-your order. We-shall need several other-cars as-soon-as-it-is possible for-you to-get-them to-us. Please-state how-many cars you-think-you-can ship within-the-next ten-days. We-hope-to-have-the bills-of-lading for-the two-cars to-morrow.

If-there-is any-way that-you-can push our orders ahead, we-will-appreciate anything-you-can-do. Our-manager will-be-there sometime next Tuesday, and-will-take-the-matter up further with-you.

Yours truly,

(104 words)

57

(57)

Mitchell & Shoals Realty Co.,
Minneapolis, Minn.

Gentlemen:

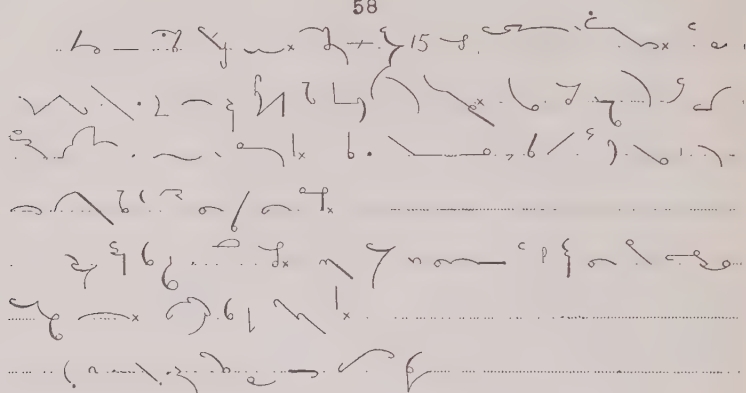
We-note what you-say in-your-letter-of-the-12th inst. in-regard-to-the investment you mentioned. We-do-not care for anything in-that line up-there just-now, but-you-may kindly keep-us posted on-this-matter, and sometime in-the-near-future we-may-go into-it further with-you. If-you-know where there-are any good farm loans bring-them to-our attention and-we will give-them due consideration.

When there is anything-new along-this line we-shall-be pleased to-hear from-you.

Yours respectfully,

(98 words)

58



Mr. James K. Majors,
Bluffton, Ind.

(58)

My Dear Sir:

We-have-your-letter-of-the-15th inst. in-regard-to-the-matter of equip-
ment. We sent our-representative up-there and asked him to-wait until-
they-are-ready, and-then take-their order if-possible. If-there-is any-chance
to-get-this order we-shall gladly squander a-little-time and money to secure
it. It-is a peculiar case and-the advantages are with-the other parties; but
our man will-be-there and-thinks that on-account-of some changes we-may
succeed.

Ordinarily we-would-not-do this, but-this-is an extraordinary instance.
You-remember, in-our-letter to-you sometime-ago, we stated that-we-had
some special correspondence in-reference-to-this matter. We-will-furnish this
at-the proper time.

Thanking you and hoping to-hear from-you soon again, we-remain,

Yours truly,

(144 words)

Lesson XXVIII

SIMPLE PHRASE WRITING

163. Such phrases as *if it, of it, have it, have had, is it, as it, was it*, occur very frequently, and, if properly written, are very expedient in both reading and writing. Like other simple expedients, they must be practiced and frequently used in writing, to be useful. See also paragraphs 146-148.

If it.—The *f* shortened in first-position is used to express *if it*. The phrase must always be in its position.

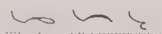
if it
if it is
if it becomes



if it had
if it has
if it has been



if it must
if it may be
if it were



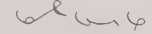
if it occurs
if it is possible
if it takes



if it must be
if it appear
if not



if it is received
if not now
if it is the



164. Of it, have it, have had.—The shortened *y* in the first-position is *of it*, in the second-position is *have it*, and in the third-position (under the line) is *have had*.

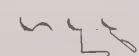
of it
have it
have had



of its
of its own
have it done



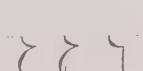
have it made
have it taken
have it placed



have had the
have had the matter
have had you



have had your
have had your own
have had it



have had many
have had that
have had several



165. *Is it, as it, was it.*—Write *z* shortened in the first-position for *is it*, in the second-position for *was it*, in the third-position for *as it* or *has it*.

is it
was it
as it, has it

as it is
as it can
as it could

as it is necessary
as it could be
as it may be

as it seems impossible
as it was
as it should be

as it has been
has it become
has it appeared to you

has it come to this
is it necessary
is it best

is it better
is it his
is it made

is it not
is it right
is it the

is it reasonable
was it his-as
was it good

was it be
was it made
was it his purpose

was it not
was it received
was it to be

was it necessary
was he
was he not

166. *Shay* is used after *t*, *d*, *f*, *v* or *el*. This use of upward *sh* (called *shay*) may be utilized in phrasing, as follows:

for shipment

it shall have

it shall be

it shall never

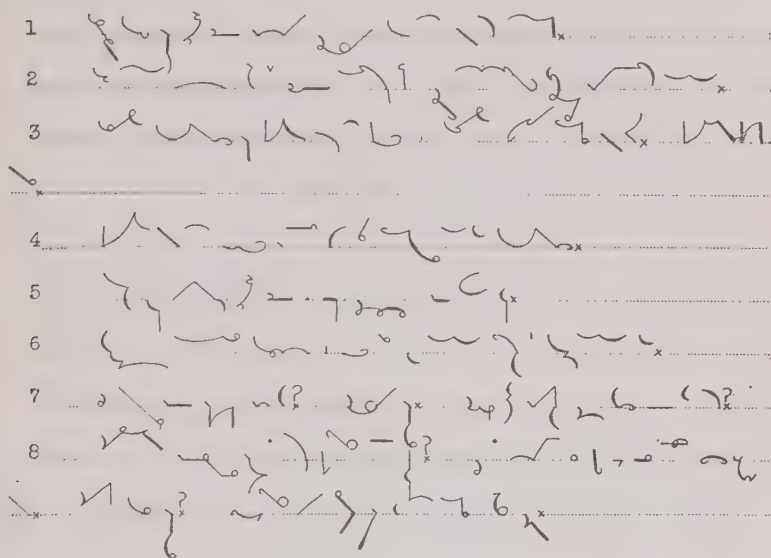
it shall not be

it shall therefore

167. By changing the word-sign for information to M-F-shon, a number of very frequently recurring phrases may be written as follows:

information, any attention, my attention, your attention, call your attention, some attention.

Reading and Writing Exercise



1. If-it-is-possible for-you to-do-so, I-wish-you would-come tomorrow, as-it-is-necessary for me to-be away Monday.

2. If-it-were my-own matter, I-think I would-not-go any-farther with-it, as-it-has-been my-impression that-there-is-no-chance to-recover anything.

3. If-it-is-received for-shipment today, it-shall-have our immediate attention, but if-not-received we-will-wire when-it-is to-be shipped. It-shall-not-be delayed by-us.

4. It-shall-therefore be my intention to give-you your choice whenever-there-is any of-it for-shipment.

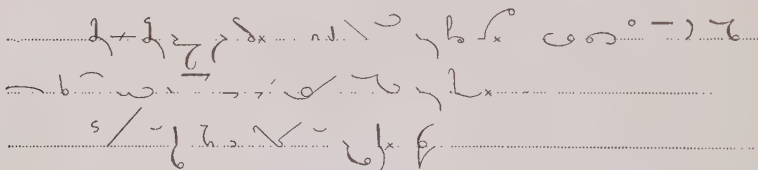
5. If-they have-had-it repaired, I-wish-you would-go and get-it, as-it-seems-impossible to-get along without-it.

6. They-have-had-the-matter in-their-hands for-sometime, but none of-us have-had anything from-them or have-heard anything of-it.

7. Was-it-his purpose to-go to-Toledo to-meet them? Was-it-necessary to-do-this? Was-it-not-understood that-he-was to-write-them, as-it-may-be they-may-not come that way?

8. Is-it-reasonable to-expect-us to-fill the order at-the prices given at-that-time? As-it-is, the market has advanced, and-the goods cost-us more-than you-think-you-should pay. Is-it-right for-us to-do-this? You-know-the prices are subject to-change without notice, and-this-is as-it-should-be.

(59)



(59)

Dear Sir:

We-desire to-call-your-attention to-your balance. You do-not pay any-attention to-our statements and-letters. Unless some-attention is given-us in-this matter, it-is my intention to give-the account and-the necessary informaion to-our attorney.

We-would-rather-not do-this, and-think-you would prefer not to-have-us do-so.

Yours truly,

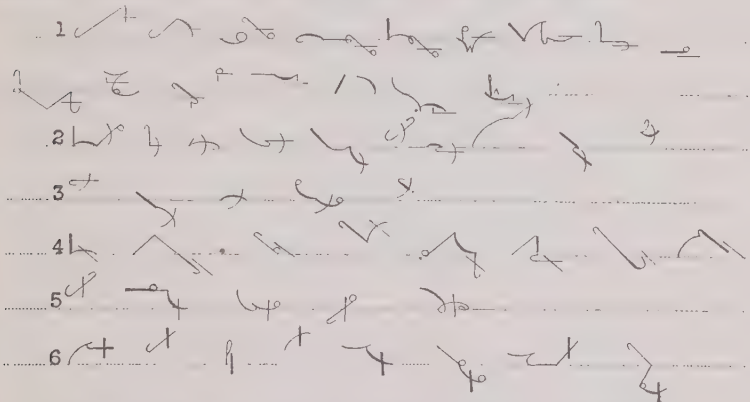
Lesson XXIX

INTERSECTED PHRASES

168. Irregular phrases may be written by striking the first consonant stroke of the following word through the last part of the preceding word. In some cases where the stroke cannot be struck through, it may be written detached. This principle is especially useful in writing the title of organized bodies. For instance, *ch* is struck through for *church*.

Baptist Church		Catholic Church	
Methodist Church		Christian Church	
Episcopal Church		Christian Science Church	

169. In like manner, strike *k* through for *company*, *s* through for *society*, *sh* through for *association*, *p* through for *party*, *t* through for *committee*, *d* through for *department*. The stroke may be detached, as in *Labor Party*, *State Department*.



1. Railroad company, railway company, United States Express Co., American Express Co., Adams Express Co., Standard Oil Co., Bell Telephone Co., Traction Co., Gas Co., Transportation Co., Nelson & Co., Brown & Co., Scott, King & Co., J. W. Farmer & Co., Downing & Co.

2. Temperance Society, Tract Society, Humane Society, Phonographic Society, Benevolent Society, Relief Society, Medical Society, Literary Society, Bible Society, Shorthand Society.

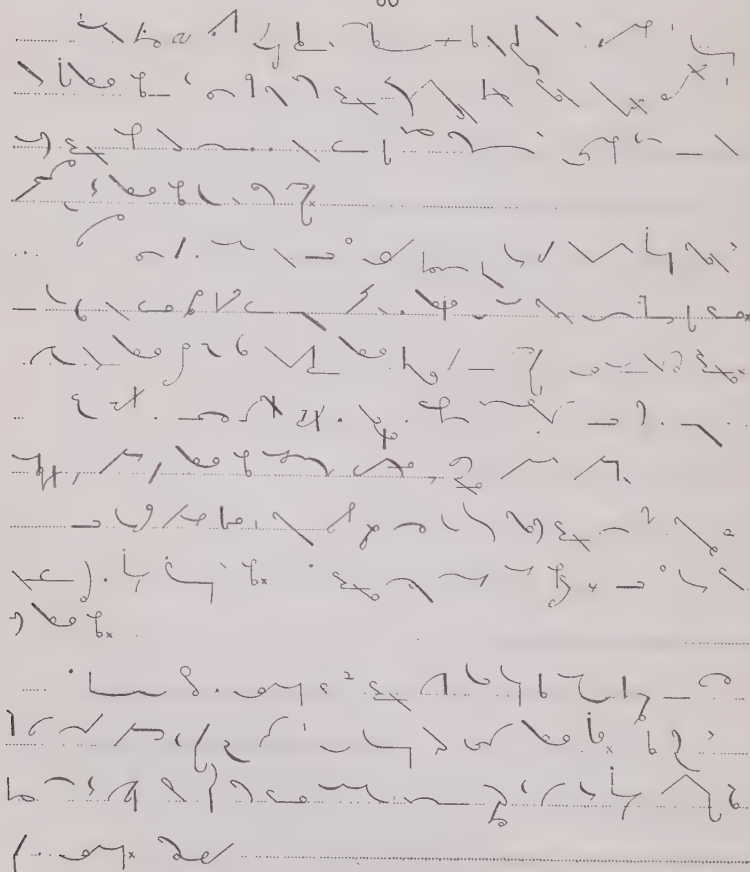
3. Christian Association, Bar Association, Improvement Association, Savings Association, Building Association.

4. Democratic Party, Republican Party, Peoples' Party, Liberal Party, Conservative Party, Radical Party, Prohibition Party, Labor Party.

5. Relief Committee, Executive Committee, Finance Committee, House Committee, Ways and Means Committee.

6. Legal Department, War Dept., State Dept., Law Dept., Naval Dept., Post Office Dept., Inquiry Dept., Purchasing Dept.

60



(60)

Hon. James A. Reed,
Washington, D. C.

My Dear Senator:

It is to be deplored by all who are at all interested or affected by the condition-of-the-business interests of the-country that some considerable number of-every political party, whether of the Republican-Party, Democratic-Party, Peoples'-Party, Populist-Party, Socialist-Party, or any other political party, insist upon making a party question out of almost every matter of national interest that may come up, regardless of the fact that the business interests have to suffer on account of the agitation.

While there is some advantage, and in fact party government is necessary, at the same time it would be for the general, perpetual, continued prosperity of the country if those party questions, such as the tariff question, could be referred to a business department, under any appropriate name, and taken out of politics. It would level up the business situation and avoid these periodical business depressions which come on account of the agitation and uncertain policies of political parties.

We have a War Department, a Commerce and Labor Department, a Judicial Department, a Post Office Department, and in our system of municipal government there should and could be an Industrial Department which would regulate the large business interests in the same way the railway companies and the steamship companies are now regulated.

Government officials recognize the defects, but probably hesitate to suggest improvements for fear members of the other political party may treat the proposition as a party question, so there is a continual conflict of interests. The political parties must be managed in the interest of the politicians, yet the government is for the people and their business interests.

The tinkering, suspense, and uncertainty as to what a political party will do, even if it does nothing, damages the country millions of dollars, while mere regulation without agitation would have little or no effect upon the fundamental business conditions. It is therefore of the utmost importance that the legislative department step aside from politics long enough to make arrangements that will avoid the continual repetition of this agitation and uncertainty.

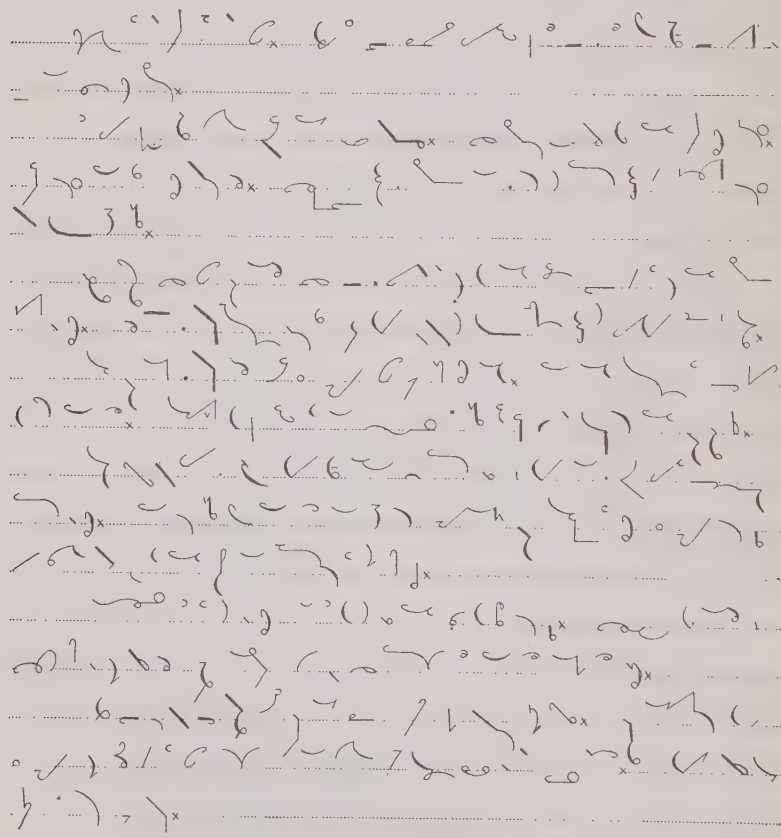
Very sincerely,

(350 words)

Lesson XXX

SHORT WORDS AND SIMPLE WORD-SIGNS

The following extract from an address by Horatio Seymour to a convention of School Superintendents is given for the small words and simple word-signs. Familiarity with the short, simple words is very essential to speed, accuracy and readiness in reading. Therefore, these selections should be practiced and written repeatedly.



KEY TO THE PLATE ON THE OPPOSITE PAGE

Through life we all teach and we all learn. This world is a great school house, where we find out what is good and what²⁵ is evil, and thus get ready to act in some other sphere.

What we are at the end of this life we shall be when⁵⁰ the next begins. We must spare no pains then when we teach others or ourselves. We teach ourselves in our thoughts, others by our words.⁷⁵ We must take care that we think and speak in a way so clear that we do not cheat or mislead ourselves by vague and¹⁰⁰ hazy ideas.

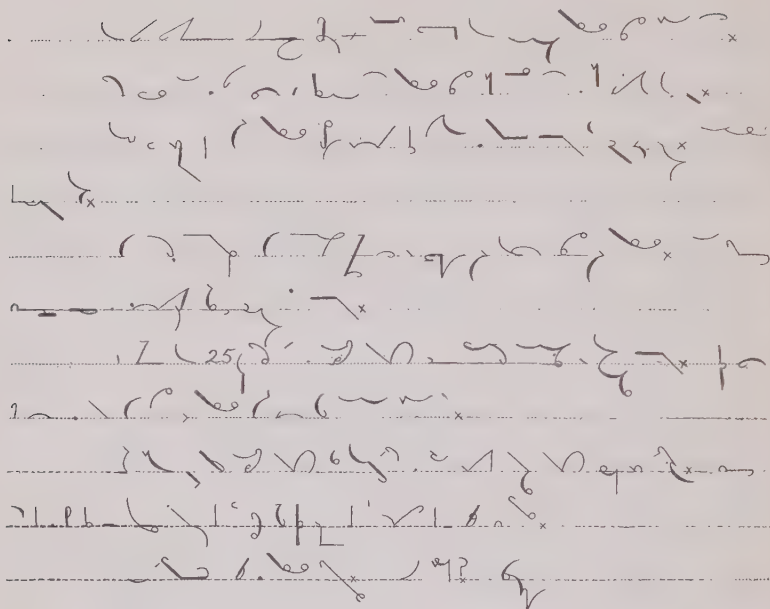
To save us from this we must learn to think in words, and we must get a habit of using them in thought¹²⁵ with the same care which we use when we speak or write to others. Words give a body and form to our thoughts, without which¹⁵⁰ they are apt to be so vague a dream that we do not see where they are weak or false.

If we put them into¹⁷⁵ a body of words we shall, as a rule, learn how much of truth there is in them. When in that form we can turn²⁰⁰ them over in our minds. If we write them out, we find that in many cases the ideas we thought we had hold of fade²²⁵ away when we put them to this test.

If they prove to be real and of value, they are thus not only made clear to²⁵⁰ us, but they are in a shape where we can make them clear to others. When our ideas flow in our mind in a hazy²⁷⁵ way, and we are in doubt about them, if we talk with others, as a rule, our doubts are solved by the fact that when³⁰⁰ we state them in a clear way, we see the truth at once.

In most cases, what we say to others, not what they say³²⁵ to us when we consult them, settles our doubts. We must not only think in words, but must also try to use the best words,³⁵⁰ and those which, in speech, will put most clearly what is in our minds into the minds of others.

This is the great art to³⁷⁵ be gained by those who wish to teach in the school, the church, at the bar, or through the press. To do this in the⁴⁰⁰ right way they should, as a rule, use the short words which we learn early in life, and which have the same sense to all⁴²⁵ classes of men. They are the best for the teacher, the orator, and the poet.



Mr. F. H. Hitchcock,
Chicago, Ill.

Dear Sir:

I give you credit for knowing your business as well as I know mine.

Every once in a while somebody who does not²⁵ know my business as well as I do, gives me an idea worth thinking about.

If you were to drop out of your business suddenly⁵⁰ tomorrow, it would leave a big gap that would be hard to fill. In one sense, it couldn't be filled.

Your earning capacity, your counsel⁷⁵ and judgment amount to a great deal to your family, as well as to your business. Any protection you can get against an emergency of¹⁰⁰ this kind, would not fill the gap.

But a check for \$25,000 from us on an insurance policy would come nearer than anything¹²⁵ else to filling this gap. It would do more toward making up your loss to the business or your home than anything I know of¹⁵⁰.

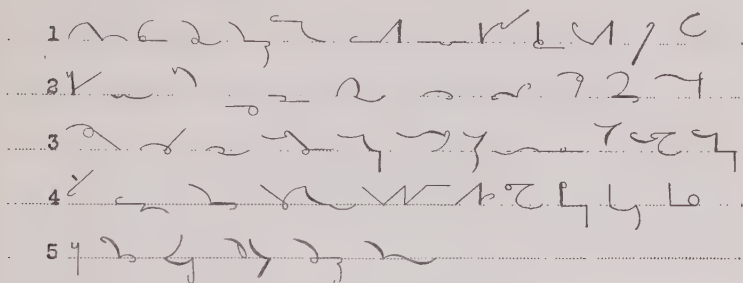
I think I have about the best insurance policy that has ever been offered, and I want to write up this policy and send it¹⁷⁵ to you on approval. You can read it and study its good features, compare it with others, and then decide to take it or return²⁰⁰ it, just as you please.

No obligation, just a business proposition. Shall I send it?

Yours very truly,

(218 words)

171. Names of States:



1. Ala., Alaska, Ariz., Ark., Calif., Colo., Conn., Del., Fla., Ga., Ill.

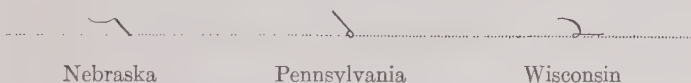
2. Idaho, Ind., Iowa, Kans., Ky., La., Me., Md., Mass., Mich., Minn.

3. Miss., Mo., Mont., Neb., Nevada, N. H., N. J., N. Mex., N. Y.

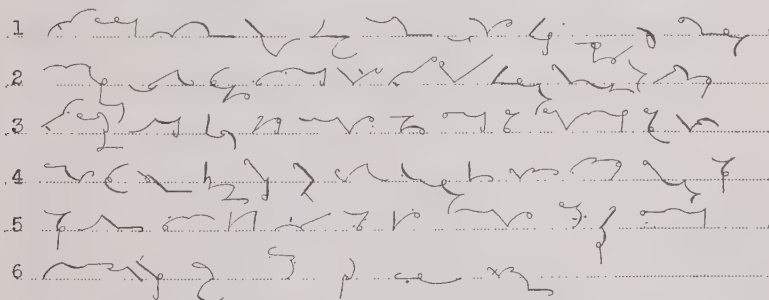
4. N. C., N. Dak., Ohio, Okla., Ore., Pa., R. I., S. C., S. Dak., Tenn., Tex., Utah.

5. Vt., Va., Wash., W. Va., Wis., Wyo.

Nebraska, Pennsylvania, Wisconsin, may usually be safely written as follows:



172. Names of Cities:



1. Lowell, Cincinnati, Milwaukee, Buffalo, Chicago, Ill., Newark, New Orleans, Johnstown, Kansas City, Mo., Worcester, Syracuse, N. Y.

2. Memphis, Tenn., New Haven, Los Angeles, Wilmington, Peoria, Lawrence, Superior, Jacksonville, Birmingham, Fall River, Mass.

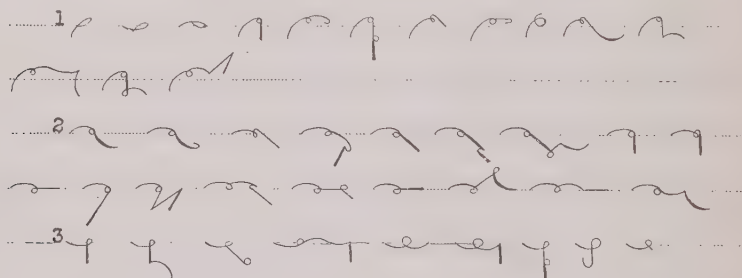
3. Raleigh, San Francisco, Washington, Denver, Charleston, Indianapolis, Columbus, Scranton, St. Louis, St. Paul, Minn., St. Joseph, Baltimore.

4. Cleveland, Louisville, Pittsburg, Detroit, Mich., Providence, Bridgeport, Philadelphia, Evansville, Des Moines, Portland, Me., Lynn, Mass., Springfield, New York City.

5. In your city, Sheboygan, Salem, Toledo, Omaha, Natchez, Dallas, Minneapolis, San Jose, Jersey City, Sacramento.

6. Lincoln, Neb., Boston, Sterling, Quincy, Seattle, Clay Center, Portland, Ore.

Must, Last, Next.—The loop in these words may take the form of a circle, in phrasing, for convenience in joining.



1. Last, next, must, last day, last man, last Tuesday, last part, last account, last session, last Spring, last time, last month, last December, last March.

2. Must have, must have been, must appear, must arrange, must be, must be able to, must be certain, must do, must consider, must come, must change, must charge, must employ, must accept, must go, must receive, must make, must never.

3. Next day, next door, next place, next Monday, next season, next Sunday, next Tuesday, next station, next to.

VOCABULARY.

Word-Signs, Phrases and Contractions.

a		all the	
able		all accounts	
able to		all agree	
able to agree		all are	
able to have		all believe	
able to make		all are aware	
able to sustain		all his	
able to please		all cannot	
able to supply		all important	
about		all right	
about his		all other	
about as many		all parts	
about the		alone	
about that		already	
about them		also	
about somebody		almighty	
about something		almost	
about the way		almost sure	
about which		almost certain	
above		almost always	
above the		although	
above it		altogether	
above and beyond		always	
abundant		am	
accord-ing-ly		America	
according to		American	
according to the		among	
according to law		amount	
according to agreement		an, and	
according to some		another	
according to several other		another letter	
according to that		Anglo Saxon	
according to testimony		answer	
account		antagonize-d-ism	
acknowledge		any, in	
acknowledge his		anybody	
acquaintance		any more than	
across		any one	
across it		any longer	
address		anything	
address your		anyway	
address his		appear	
admit		approximate-ly-ion	
admit he knows		April	
admit one		architect-ure-al-ly	
advance-d		archangel	
advancement		archbishop	
advantage		are	
advantageous		are not	
advertise-d-ment		are all	
affect		are called	
afraid		are in	
afraid his		are interested	
afraid our		are known	
after		are made	
after his		are more	
after I		are not now	
after the		are rather	
after the most		are ready	
after several		are received	
after you have		are said to have	
after you have been		are somehow	
after one		are you absolutely	
again		aristocrat-ic-al-ly	
again and again		arithmet-ic-al-ly	
against		article	
against the		as	
against it		as a, an	
against whichever		as the	
agree with		as he	
all		as is-his	
		as has	

as far as
as good as
as soon as
as much as
as great
as good as possible
as has been
as it
as it cannot
as it could be
as large as
as near as
as well as
as small as
as the other
as this
astonish-ed-ment
assemble-d-y
assignment
association
auspicious-ly
at
at first
at least
at hand
at once
at all
at all events
at all such
at any rate
at the next
at present
at the time
at which
August
avert
balance
balanced
bank
bankrupt
baptize-d-ist
barbaric
be
beautify
because
become
been
before
behind
being
belief-ve
belong-ed
benevolent-ly-nce
better
better than
better have
better not
between
between us
between several
beyond
bill of lading
brought
built-d
bushel
business
but
but he the
but his
but are all
but it will
but we

but when
but you
but can
call
called
can
cannot
can answer
can account
can be
can do
can say
can understand
capable-ity
care
cared
certain
certain about
certain degree
certain extent
certain to have
change-d
chapter
character
child
cold
collect-ed
come
comes
come across
come after the
come to be
come to find
commercial-ly
common
commonest
commonly
consider
consider him
consider himself
consider it
consider the
consider that
correct-ly
could
could be
could not
could not find
could find
could there
could they
could you observe
danger
daylight
decapitate
dear sir
debit
December
deform-ed-ity
delinquent-ly
deliver-ed-y
detach
determination
determine-d
did
did not
did he not
did not admit
did he not do
did suppose that
did you
did we

did your		freedom	
did they		from	
dignify		from what cause	
discover		from you	
director		from them	
doctor		from there	
dollar-s		from some other	
doubt		full-y	
during		general-ly	
duration		generalship	
each		generate	
each other		gentle	
each of the		gentlemen	
each one		gentleman	
each one has		get	
each of those		get the	
each will		get into	
each will have		get its	
each will have them		get near	
each will be		get one	
each will assist		get some	
each of whom		get somebody	
each would be		get such a	
earnest		get there	
editor		get you	
either		get through	
electric-al-ity		give-n	
emergency		give his-us	
England		give the matter	
English		give them	
especial-ly		give us his	
essential-ly		God	
establish-ed-ment		good	
evenly		good many	
ever		good nature	
ever has been		good judgment	
ever have		great	
ever shall		greatly	
ever to be		great advantage	
ever since		great care	
every		great difference	
every one		great difficulty	
everybody		greater	
everything		greater than	
every day		greatest	
everywhere		guide	
example		had	
exchange-d		had been	
executor		had not	
expect-ed-ation		half	
fact		humble	
facts		hand	
facts of the case		has	
February		has as	
faceious-ly		has as many	
familiar-ly		has as much	
first		has been	
first class		has been done	
first day		has not	
first instant		has expressed	
first thing		has his own way	
follow-ed		has none	
for		has made	
for all purposes		has satisfied	
for all that		has several other	
for there is		batred	
for his		have	
for us		have been	
for want of		have not	
forget		have as, us	
forthwith		have you	
free on board (f. o. b.)		have we	

have we done
have you ever
have understood

he

he came

he cannot

he comes

he gave

he gives us

he is

he is a

he hopes

he puts

he orders his-us

he publishes

he purposes

heat

height

held

hence

heretofore

him

himself

high

his

his answer

his circumstances

his consideration

his affidavit

his satisfaction

his success

his suggestion

his surprise

hold

home

home department

home rule

hope

hopes

hope that the

hope to have

hope you are

hope you may be

how

how are all the

how can

how could

how has

how he

how he does

how he entertains

how he knows

how shall

how shall I do

how should it

however

however that may be

however we

however we are

however you are

hundred

I

I am

I am not

I trust

I trust that

I will

I have

I acknowledge

I admit

I agree

I approve

I could

I consider

I believe

if

if his

if he is

if it

if it is the

if it be

if it had

if it may be

if it occurs

if it were

if not

if not necessary

if you can

if you could

if you know

if you are

if you do

if you find

if you say

if you understood

if your

immediate-ly

important-ce

impossible

improve-d-ment

in

in each

in which

in much

in a

in a matter

in a similar

in a similar manner

in about

in a way

in addition

in all parts

in all these

in all your

in almost

in any case

in anything

in as many as

in common

in congress

in consideration

in fact

in hand

in his habits

in his haste

in his house

in his method

in his name

in his position

in order to

in our

in our letter

in receipt of

in reference to

in regard to

in reply to

in respect to

in response to

in stock










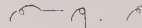





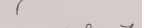









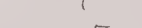








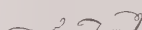



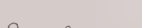







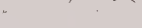





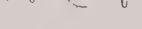







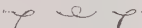





















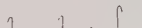






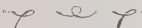



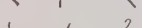



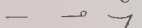


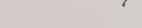





in these

in this

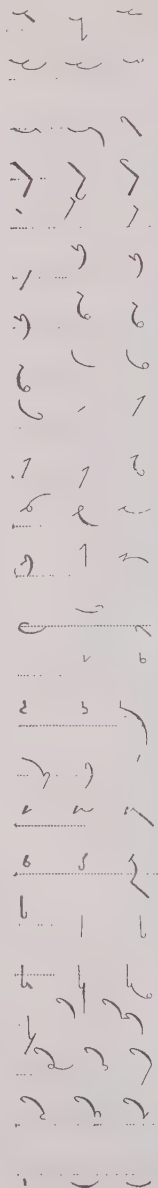
in those

inclose

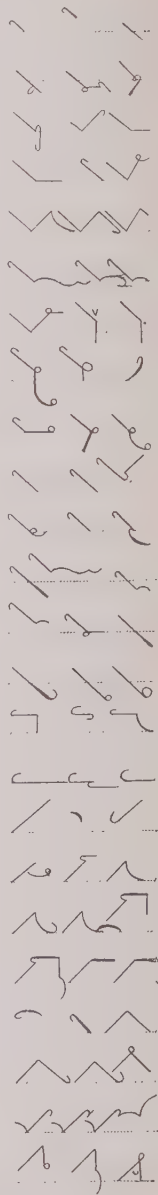
inclosure

include		last	
indebted		last letter	
indeed		last week	
independent-ce		last month	
indiscriminate		last time	
indispensable		length	
individual		let	
influence		let them	
influenced		let us	
influential		let us make	
information		let us take	
inseparable		let us try	
instant		likewise	
instead		list price	
intelligence		little	
intelligent		long	
intelligible		longer	
intend		longest	
interest		longer than	
interested		lord	
into		Louisville	
invert		machine	
invite		machinery	
irregular		magazine	
irregularly-ity		man	
is		manly	
is as, has		manufacture-d	
is his		manuscript	
is not		market	
is to be		matter	
is he		may	
is it		may be	
is it important		may not	
is it impossible		may not be	
is safe		men	
is said to have		mention	
is satisfactory		mentioned	
is satisfied		merchandise	
is several		messenger	
is significant		method	
is stronger than		misses	
is subject		mistake	
is there none		mistaken	
is there nobody		more	
issue		more than	
it		mortal	
it cannot be		Mr.	
it could be		Mrs.	
it had		much	
it had to be		must	
it had been		must be	
it is the		nature	
it is important		natural	
it is impossible		near	
it were		necessity	
it were better		net	
it will		never	
it will be		nevertheless	
it will have		now	
it will not		New York	
it will not be		next	
it will not do		next day	
it won't be		next time	
its		next letter	
January		next season	
jurisdiction		next year	
kingdom		nobody	
kingdoms		nor	
knowledge		north	
large		notwithstanding	
larger		not	
largest		not all	

not able to
not at the
not called
not only
not one
not yet
now
no way
number
object
objection
oblige
of
of each
of which
of much
of either
of their
of other
of these
of this
of those
off
office
often
on
on each
on which
on much
on this
on sale
on several
on one
on their
on time
on whom
only
opinion
opportunity
or
or the
or his
or with
or would
or whether
orchard
other
ought
ought he
ought he not
ought he to be
ought his
ought it not
ought there be
ought to have
out
out of
out of all
out of debt
out of office
out of which
over
over and over
over his own
over what
over which
over with
over you
over the
owe
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own



part
particular-ly
party
party of the first part
party of the second part
passenger
patron
pattern
peculiar
peculiarly-ity
people-d
per cent
perform
perpendicular
perpetual
permanent
permission
permit
persecute
piety
pity
please advise
please state
pleasure
politics
postage
post-office
practical-ly
practice
prefer
present
principal-ly-ple
privilege
probable-y
prominent
promote
prompt
prosecute
public
publication
purpose
purposes
quality
quantity
qualify
quick
quickly
question
rather
read
really
recognize
record
reform-ed
reformation
reformer
regret
regret to say
regular
regularly-ity
remark-ed-able-y
remember-ed
represent-ed
representative
representation
respect-ed-ful-ly
return
return the
return mail
righteous
riotous
roseate



saint
St. Joseph
St. Louis
St. Paul
satisfaction
satisfy-ed-actory

seclude

secure

seldom

send

send you

send his

send after

send another

send one

send forward

send us

send it

send no more

send several

send them

send to

send up

send whichever

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sent a man

sent one

separate

September

several

several other

several days

several thousand dollars

severally

severely

shall

shall be glad

shall have

shall he

shall it

shall it be

shall never

shall it not

shall not

shall there

shall there be

shall therefore

should

should the

should his

should attempt

should be

should be able to

should do

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should he make

should he return

should you do

should it

should it not be

should we

should we have

should you

should you have

should not

should not be

should you not have

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so as to be
so as to make
so that the

so good as to
so he knows
so he need not

sometime

somebody

somewhat

spirit

subject

subjected

subjection

suggest

suit

suitability

support

sure-ly

surprise

suppress

swift

tell

tell the

tell his-us

tell of

tell someone

tell the jury

tell the next

tell us his

tell what

tell what would be

tell one

tell where

tell whether or not

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territory

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than was

thank-ed

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that amount

that has-is

that it is

that may be

that there is

that they were

that we

that we are

that when the

that you are

the

the other

the other matter

the first and

the first day

them

their, there

there is-his

there was

their account

there are

there could

there is no

there is to be

there will be

there must be

they

they are

they are improved

they are made

they are rather

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they may be		under the most	
they want		under them	
they were		under us-his	
they were not		under which	
they will		under such	
thing		understood	
think		understood him	
thinks		understood some one	
thinks his		understood that	
think him		undersell	
think that		undertake	
think there is		universal	
think they may		unless	
think we		unless it is	
think we are		unless they	
think you are		unless this is	
think you may be		until	
third		unto	
this		up	
this is the		up stairs	
this letter		up there	
those		upon	
those who are		upon the	
though		upon his	
though you may be		upon whatever	
though you are		upon which	
thousand		us	
three		use (n)	
thus		use (v)	
till		usual-ly	
time		value-d	
to		very	
to be		very respectfully	
to be the		very truly	
to be able to		very bad	
to him		very good	
to his-us		very great	
to it		very much	
to one another		very late	
to place		very sure to be	
to such		very small	
to that		very well	
to their		vote	
to themselves		walk	
to whatever		walk across	
to where		want	
to which		want another	
to whom		want the	
to you		want his-us	
today		want them	
together		want to be	
told		we	
tomorrow		we are	
too		we are in receipt of	
too much		we admit	
too many		we are all	
toward		we call	
toward the		we believe	
toward his-us		we find	
transaction		we had	
transit		we do	
truly yours		we do not	
truth		we enclose	
turn		we have	
twelve		we know	
twice		we may	
under		we must	
under the		we remain	
under all		we shall be	
under the circumstances		we want to	
under all circumstances		we want the	
under no circumstances		we were	

we would
 we would be
 went
 went about
 went to
 went under
 went up
 went where
 were
 were collected
 were evidently
 were found
 were not
 were they not
 were we
 what
 what about
 what is the
 what answer
 what are
 what better
 what can
 what difference
 what did you
 what do you
 what made him
 what may be
 what was
 what we
 what would
 what would be
 whatever
 whatsoever
 when
 when the
 when there is
 whenever
 where
 where about
 where all
 where are the
 where did he
 where do you
 where is
 where is it
 where it is
 where was
 where we
 where we are
 whereas
 whichever
 which
 which is the
 which can be
 which are
 which are as
 which are now
 which are of
 which have
 which have been
 which he knows
 which may be
 which should be
 which will be
 which will have
 which will not
 while
 while there is
 who
 who is-has
 who have

